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ABSTRACT

The Salisbury State College's faculty handbook details the college's history and organization; personnel, academic and administrative policies and procedures; and the college services available to the faculty. (JMF)

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SALISBURY STATE COLLEGE
FACULTY HANDBOOK
1974-1975

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FOREWARD

It is our hope that this issue of the printed faculty handbook contains the information that will enable its users to do their jobs well. Attempts at fixing that which constantly fluctuates and changes seem at the outset to be doomed to failure, or at best, only limited success. Any handbook, consequently, that attempts to define or codify forms, regulations, or "positions" really only describes things as they **were** when the handbook went to press. Such an imperfect creature is, then, by definition out-of-date, partially obsolete. The **Faculty Handbook** does, however, represent the information available to us at the time it was compiled.

If, then, there are inaccuracies, outdated policies, even downright errors, we hope that you will point them out to us. Or if you think material should be clarified or made more explicit, please let us know. We also welcome recommendations about deletions or additions. After all, the **Faculty Handbook** is designed to help you, to provide you with information not available elsewhere.

Your recommendations are invited. With your assistance we can steadily improve the **Faculty Handbook**, which will be revised yearly.

One last note about handbooks: In addition to being outdated, they are also by definition impersonal, prescriptive, ostensibly rigid and inflexible. They are filled with instructions, regulations, forms, procedures, lists – all to help you do your job well. But the formal, impersonal bureaucratese unfortunately tends to create the impression that people are subordinated to institutional needs. This is not the case here at Salisbury State College. You will find the administrative staff – as well as students and faculty – open, helpful, even friendly. And despite the formal and impersonal tone of much of the **Faculty Handbook**, you will find that the College operates informally on a personal level. Our aim, put simply, is to help students learn and to help you in your work with them.

Thomas L. Erskine
Academic Dean

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Section I

HISTORY AND ORGANIZATION

HISTORY

In 1922 the State Legislature established a Commission to determine a location for a two year Normal School on the Eastern Shore of Maryland. A site at Salisbury was selected by the Commission, and the institution opened in September, 1925.

The school offered a two-year course for the preparation of elementary school teachers in Maryland until 1931 and 1934, when respective increases of three and four years were made. By action of the Legislature of 1935, the College was authorized to grant the Bachelor of Science degree and to change its name to the State Teachers College at Salisbury.

Prior to 1947 the College limited its program to the preparation of teachers for the elementary schools. Expansion of the teacher preparation program occurred that year to include the junior high school level and in 1960 to include secondary school teachers, with a four-year program in Arts and Sciences with majors in several academic fields leading to the Bachelor of Arts and Bachelor of Science degrees. In 1962 the State Board of Trustees approved a graduate program in education leading to the Master of Education and in 1971 a program leading to the Master of Arts degree in History was approved.

In 1963, Salisbury State College became one of the State Colleges of Maryland under jurisdiction of the Board of Trustees of the State Colleges. Major emphasis was placed on the four-year program for undergraduates, offering majors in the Arts and Sciences as well as professional preparation leading to Teacher Certification.

ADMINISTRATIVE ORGANIZATION

GOVERNANCE

a. **Administration of the State Colleges of Maryland**
The Board of Trustees of the State Colleges of Maryland is vested with all the powers, rights, and privileges attending the responsibility of management of the State Colleges and is empowered to formulate rules and regulations for the conduct and management of the State Colleges.

b. **Administration of Salisbury State College**
The president is the chief executive officer of the College and is responsible to the Board of Trustees for the discipline and successful conduct of the College and for the administration and supervision of all its departments.

c. **Role of the Faculty in Governance of Salisbury State College**
While the above paragraphs delineate the responsibilities and authority of the Board of Trustees and the College president, it is clear that the Board expects each president of a State College to provide for the meaningful participation of faculty in the governance of his college.

In the Fall of 1969 the Faculty Conference was established at Salisbury State College to recognize formally the role of the faculty in governance of the College. The By-laws provide structure for participation in institutional decision-making by all professional members of the College teaching faculty and administrative staff.

FACULTY ORGANIZATION

The faculty of the College is divided into departments. Each department is headed by a department chairman. The department chairman, while primarily a member of the teaching faculty, acts as a liaison between the department and the Academic Dean's Office. It is the department chairman's responsibility to coordinate the activities of the department, prepare the budget request, evaluate the faculty in the department, prepare course schedules, interview and evaluate applicants, and oversee the advisement of majors. While the department chairmen serve at the discretion of the Academic Dean and the President, they should also have departmental support. The departments are run in a democratic fashion and the feelings and ideas of each faculty member will be taken into consideration.

STUDENT ORGANIZATION

The major student organization on the Campus is the SGA, the Student Government Association, which supports and finances the major interest groups of the students. It is the official representative agency of the student body and every full-time student, by the payment of his Student Activity Fee, becomes a member. The Student Activity Fee entitles each member to receive copies of the **SSC Informer**, a copy of the **Piecemeal**, and free admission to many campus events sponsored by an SGA organization.

All organizations and facilities of the campus community operate for the benefit of both day and resident students.

Section II

PERSONNEL POLICIES AND PROCEDURES

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APPOINTMENT

The President, subject to the approval of the Board of Trustees, makes all appointments to the faculty. Recruitment is usually initiated by the department chairman, but at times can be initiated by the Academic Dean and President. The terms of appointment are specified in the Faculty Member's Contract (see Appendix B).

REAPPOINTMENT

The regulations governing reappointment are contained in Appendix A. Prior to the reappointment date the department chairmen make their recommendations to the Academic Dean. The Academic Dean and President, after considering the recommendations of the department chairmen, notify the non-tenured faculty member concerning his appointment for the following academic year (see Appendix S). Additional information can be found in Section II: *Qualifications for Academic Rank and College Interpretation of Board Qualifications.*

FACULTY EVALUATION

Each department determines the procedure by which the department chairman evaluates their teaching effectiveness.

In addition, each faculty member is required to submit an annual report outlining his professional involvement (Annual Report of Faculty Member, see Appendix AA).

The department chairman in turn submits a copy of the faculty member's annual report along with his evaluation to the Academic Dean's Office (Salisbury State College Faculty Appraisal Form, see Appendix S).

After review by the academic Dean and President, a meeting is held with the department chairman. Each faculty member, within the department, is considered individually, relative to salary increase, promotion, or termination.

ACADEMIC FREEDOM AND TENURE

The policy established by the Board of Trustees of the State Colleges concerning academic freedom and tenure is included in Appendix A. The Faculty Member's Contract can be found in Appendix B.

QUALIFICATIONS FOR ACADEMIC RANK

In January 1971 the Board of Trustees published the **Laws Relating to and Governing Policies and Procedures of the Board of Trustees of the State Colleges of Maryland**. Section VII-C of these laws contains the requirements for each of the four academic ranks.

a. **Professor**
   1. The earned doctorate, or its equivalent. "Equivalent" is interpreted to mean outstanding achievement in teaching, in the arts, music, letters, science, research, or public service.
   2. Five years of full-time college teaching experience. Exceptions may be made for research or comparable professional activity.
   3. Excellence in teaching.
   4. Evidence of continuing interest in the area of specialization through such activities as research, publication, and participation in the programs of professional societies.

b. **Associate Professor**
   1. The earned doctorate, or its equivalent, as defined in a. (3) above. In unusual circumstances, an individual may be considered if he has completed all academic requirements for the doctorate except for the dissertation.
   2. Three years of full-time college teaching experience.
   3. Excellence in teaching.
   4. Evidence of continuing interest in the area of specialization through such activities as research, publication, and participation in the programs of professional societies.
   5. Participation in the activities of the academic community such as performing assigned administrative duties, cooperating with colleagues, assuming committee responsibilities, counseling students, and evidencing interest in community relations.

c. **Assistant Professor**
   1. The earned doctorate is desirable. As a minimum, an individual should possess the Master's degree plus additional credit hours.
   2. Evidence of growth in effective teaching.
   3. Pursuit of continued graduate study toward a doctorate or other terminal degree.
   4. Participation in the activities of the academic community such as performing assigned administrative duties, cooperating with colleagues, assuming committee responsibilities, counseling students, and evidencing interest in community relations.

d. **Instructor**
   1. Master's degree in the subject field in which he teaches. In unusual

circumstances, an individual may be considered if he possesses only the Bachelor's degree.

2. Pursuit of continued graduate study toward a doctorate or other terminal degree.
3. Evidence of potential for effective college teaching.
4. Willingness to participate in the activities of the academic community.

COLLEGE INTERPRETATION OF BOARD QUALIFICATIONS

The College (the President, Academic Dean and department chairmen) is responsible for interpreting the Board's published qualifications and for evaluating the qualifications of its individual faculty members. The interpretations and evaluations relate to initial appointments, promotions, salary increases, and renewal of contracts. The College will not take any actions which might weaken the Board's published qualifications for academic rank and will not use either years in rank or the possession of graduate degrees as the sole factors in making decisions relative to appointment, tenure, and promotion. Rather, the College will stress in its evaluations the performance of the individual faculty member as a teacher and a scholar. The College interprets the Board criteria as "minimal" and faculty should not anticipate advancement simply on attainment of these minimal requirements.

The College expects the faculty member to be active professionally, to demonstrate as a scholar and teacher those qualities he demands of his students. The faculty member must be a good teacher, that is, one who cares about students and who can help students to learn. In judging a faculty member's teaching, the College will consider the recommendations of the department chairman, student evaluations, and any other information the faculty member cares to submit in his own behalf. From those faculty members who have not attained the terminal degree (in most cases, the doctorate) in their field the College expects steady and substantial progress toward the doctorate. With all faculty members the College will also stress professional growth and competence: such are demonstrated through attendance at conventions, research in one's field, publications, and papers. The College will also emphasize the faculty member's participation in the affairs of the academic community: regular attendance at departmental and faculty meetings, committee work, and the advising of students.

Tenure decisions are made in accordance with the faculty member's

contract. When the College makes a tenure decision, it will use the criteria discussed above. Granting tenure to a faculty member represents a permanent commitment by the College to the faculty member, who is legally protected in his status as a continuing member of the faculty. (A tenured faculty member may be dismissed only through a series of hearings, which are discussed elsewhere in this **Handbook**.). When the College makes a tenure decision, it will conscientiously attempt to maintain the academic standards of the faculty and at the same time be fair to the faculty member, his department, and his students.

If the College decides not to grant tenure to a faculty member or not to renew the probationary contract of a faculty member, the College will endeavor to protect the personal and professional interest of the faculty member and will also consider the long-range effect on the College. The College will keep the matter confidential to protect the faculty member from public discussion which might adversely affect his professional career at other institutions.

SABBATICAL LEAVE

The primary purpose of a long-range program of sabbatical leave is to increase the value of an instructor to the college, which may be accomplished by further study, exchange teaching (either foreign or domestic), research, or other experience teaching to professional growth or personal worth to the College. The Board of Trustees regulations concerning sabbatical leave, relative to the faculty member, are as follows:

a. The faculty member, to be eligible for sabbatical leave, must have attained the rank of assistant professor, associate professor, or full professor; and he must have been on active, full-time service with the college for a period of at least six years subsequent to any previously granted sabbatical leave.
b. The faculty member, applying for sabbatical leave, shall submit at least six months prior to the start of the proposed leave period a formal written request to the president of the college, setting forth clearly the nature of the proposed sabbatical project, and stating his reasons for believing that the granting of same will be professionally beneficial to him and to the college.
c. The faculty member, applying for sabbatical leave, shall agree as a precondition for accepting same to return promptly to the college upon termination of the sabbatical period and to remain in service for at least two academic years immediately subsequent to his return, except under unusual circumstances in which the president and the Board may decide

otherwise. If the faculty member fails to return, or fails to remain in service for at least two years, he shall be liable for the repayment of the whole or a proportionate share of the salary paid him during the sabbatical period.

d. Sabbatical leave shall be granted for one five-month period on full salary, or for one ten-month period on one-half salary.
e. All benefits and privileges of a faculty member on sabbatical leave shall be continued in the same manner as if he were not on such leave (i.e., salary merit increases, opportunity for promotion, retirement benefits, etc.).
f. Seniority shall usually be considered in the selection of a faculty member for sabbatical leave.
g. Full-time employment by the faculty member while on sabbatical leave is prohibited. He shall be permitted to accept, in addition to the salary he receives from the college, only such awards, grants, contracts, fellowships, etc., as may also be given in aid of his approved sabbatical project. Compensation for occasional consulting services rendered during the sabbatical period shall not be considered as payment for salaries or wages.

LEAVE OF ABSENCE

The Board of Trustees regulations concerning leave of absence relative to the faculty member, are as follows:

A leave of absence without pay, for purposes of study, serving as an exchange faculty member, or for other purposes, may be granted to a faculty member who has been on active, full-time service with the college for a period of at least three years. The president may modify the three-year requirement in unusual circumstances.

a. The faculty member applying for a leave of absence without pay shall submit at least six months prior to the start of the proposed leave period a formal written request to the president of the college, setting forth clearly the reasons for the proposed absence.
b. Leave of absence without pay generally shall not exceed a period of one year. In special circumstances, with the approval of the Board, this leave of absence may be extended an additional year.
c. The Maryland State Retirement System provides that a faculty member on leave of absence without pay, loses his year of service to the State, except for a faculty member on leave without pay for purposes of military service. The faculty member on leave of absence without pay, in order not to lose his year of service to the State, may pay directly to

the Retirement System, in a lump sum, the retirement contribution, with interest, upon his return from leave.

d. If the time of leave is to be credited to the accrual of the faculty member's requirements for tenure, it shall only be done with the approval of the Board.

e. Other privileges, benefits and opportunities of a faculty member on leave of absence without pay, shall be granted only upon recommendation of the president with the approval of the Board.

ABSENCE FOR OTHER REASONS

For absence due to death in the family, for attendance at professional meetings, etc., approved by the President of the College, for voting outside of the community and for jury service, the faculty member is excused. For all other absences faculty members forfeit their salary.

MATERNITY LEAVE

Maternity leave may be granted at the discretion of the President and subject to the conditions specified by the **State Employees Personnel Rules** (see Appendix D).

SICK LEAVE

A faculty member shall be entitled to twenty-five days of sick leave annually, without loss of pay. A total of 100 working days leave may be accumulated. Faculty members who are absent from classes because of illness should note this absence on the "Monthly Report of Faculty Absences" (see Appendix C).

PROCEDURES IN CASE OF ABSENCE

When absent due to illness, the faculty member is expected to notify his department chairman. If the department chairman cannot be reached, the faculty member is expected to call the Academic Dean's Office. All absences must be noted on the "Monthly Report of Faculty Absences" (see Appendix C).

RESIGNATIONS

Resignations should be made to the President in letter form with a copy sent to the department chairman and Academic Dean. Resignations should not be effective prior to the termination data of the faculty member's present contract.

CODE OF ETHICS

The code of ethics governing the state college system appears in Appendix V.

Section III

ACADEMIC POLICIES AND PROCEDURES

ATTENDANCE

The College assumes that classroom interaction is a basic part of college life. It further assumes that a student's accomplishment in the knowledge derived from a course are strengthened by class attendance.

Each faculty member translates this point of view into an attendance policy. This policy must be presented to his classes in writing each semester. Since policies are apt to vary, the student has the responsibility to acquaint himself with the policy of each of his professors and to govern himself accordingly.

ATTENDANCE AT ACADEMIC FUNCTIONS

All faculty members are expected to attend faculty meeting, convocations and Commencement. Academic apparel for convocations and Commencement can be rented in the Bookstore.

AUDITING

A student may sign up for a course as an auditor. The cost of the course is the same as that for a student taking the course for credit. A student must note that he is taking the course as an auditor at registration time.

BOOKSTORE

Forms for ordering textbooks are furnished by the Manager of the Bookstore (see Appendix G). These forms are sent to members of the faculty. The completed forms are returned to the department chairmen, who in turn forward them to the Manager of the Bookstore. In keeping with the publishers' policy, desk copies must be obtained from the publisher by the instructors. Forms are available at the Bookstore.

Faculty members receive a 10% discount on all purchases at the Bookstore.

The Bookstore takes special orders for books and records and handles photo-developing; the discount is waived on these items due to the handling expenses incurred.

CHANGE OF GRADES

A faculty member may change a grade which has already been submitted to the Registrar by filling out a change of grade card (see Appendix E). The card must be signed by the Academic Dean.

Grades may only be changed when a clerical or computational error has occurred. All grade changes are recorded in the instructor's personnel file.

CLASSROOM CHANGES

Faculty members must not change the time or meeting place of scheduled courses without the approval of the Academic Dean's Office (see Appendix X).

CLASS SCHEDULES

Class schedules are drawn up by the department chairman in consultation with the faculty of the department. The class schedules, including proposed courses, meeting times, instructor, and room specifications are submitted to the Registrar. If problems arise, the Registrar and/or the Associate Academic Dean will consult with the department chairman.

CREDIT WITHOUT REGISTRATION

Students may receive credit by examination for courses in which they are not registered. If proficiency is determined by a C.L.E.P. or Advanced Placement Program the form (see Appendix W) is submitted by the Director of Counseling. Otherwise, the student must secure the department chairman's recommendation attesting to proficiency in the subject area along with the approval of the Academic Dean.

DEAN'S LIST

The Dean's List, compiled each semester and issued by the Office of the Academic Dean, is composed of full-time students who have earned a 3.50 average on their A, B, and C grades and have at least twelve semester hours of A, B, C, and Pass credit in the given semester.

DISHONORABLE ACADEMIC BEHAVIOR

The types of dishonorable academic behavior shall be divided into three groups:

1. Plagiarism – to appropriate and pass off as one's own the writings, ideas, knowledge, calculations, etc., of another. If a student willfully

allows his work to be plagiarized, he is also guilty of the offense.

2. Unauthorized Sources of Information – to use unauthorized sources, such as books, notes, or any illicitly acquired information, during an examination.
3. Theft of Academic Materials – the entry, or attempted entry, into any office or classroom for the purpose of illicitly acquiring examination materials, or the knowledgeable possession, transferral or discussion of such materials.

Punishment

1. Plagiarism – ranging from an F on the assignment or examination, to an N in the course, depending upon the faculty member's evaluation of the severity of the offense.
2. Unauthorized Sources of Information – an N in the course.
3. Theft of Academic Materials – suspension from the College for at least one academic year.

The penalty for two offenses in categories (1) and/or (2) shall be suspension from the College for at least one academic year. If the student is a minor, an explanatory note shall be sent to his parents by the Dean of Students.

Faculty Procedure

If a faculty member is satisfied that a student has committed an offense, he shall inform the student of the charges against him, and shall file the charges with the Dean of Student's office. The Dean of Student's Office shall inform the student of his right of appeal. The student shall have 72 hours from receipt of said notification to file an appeal with the Dean of Student's Office. Failure to appeal will constitute a plea of guilty by the accused student to the charges lodged against him.

EXAMINATIONS AND TESTS

The fifteenth week of each semester is scheduled for final exams. All examinations are to be given as scheduled. Any deviation from the schedule should be approved by the Academic Dean.

In the spirit of courtesy to both students and other instructors, no major tests shall be given during the fourteenth (14) week, inasmuch as term reports, papers and presentations likely will be scheduled during this week.

For essay type examinations "Blue Books" are available in the Bookstore.

All final examinations must be kept for one calendar year. If a faculty

member is leaving the College, his final exams and grade book should be turned over to the department chairman.

FACULTY TRAVEL AND RESEARCH

Faculty members are encouraged to attend professional meetings. Travel funds are available (see College Services).

Faculty members are also encouraged to do research and publish the results. Some financial aid is available through the Faculty Research Council.

GRADING SYSTEM

The grading system as noted below becomes effective with the Fall 1972 incoming class. Continuing students have the option of remaining on the old grading system as described in the 1971-72 College Catalogue.

The following grades are used to indicate a student's achievement in individual courses.

A – excellent
B – good
C – satisfactory
D – poor
N – no credit
I – incomplete
P – pass (for courses taken on a Pass/No credit basis only)
AU – audit

A student has the opportunity to drop or add courses up to one week following registration. Any course for which the student is registered at the end of the drop-add period shall become a part of the student's record. Following this drop-add period, the symbol N shall be recorded for any registered course in which the student withdraws, drops or otherwise fails to successfully complete.

The symbol I, designating incomplete, indicates that completion of some requirement has been prevented by circumstances beyond the student's control. All incompletes must be approved by the Academic Dean's Office. This symbol automatically becomes an N if the outstanding work is not made up prior to midsemester of the next semester for which the student is enrolled. The student is responsible for completing this work and upon doing so will have the grade earned recorded on his permanent record.

The College seeks to encourage students to select courses from a broad variety of fields. During the junior and senior years, students may take

certain non-required courses outside their major fields on a Pass/No credit basis.* The symbols P and N, denoting credit and no credit, respectively, will be used for courses taken on the Pass/No credit basis. A total of four courses may be taken under this arrangement and a maximum of one per semester. If a junior or senior takes a course on a Pass/No credit basis in a summer session, it will apply toward the maximum total of four. At the time of registration, the student indicates what course he wishes to take on a Pass/No credit basis. Changes of registration either to or from the Pass/No credit system are permitted during a one-week period following registration.

* *Exceptions are Education 309, 401, 410 and Physical Education 105, 106, 205, 206. These courses are offered on a Pass/No credit basis only.*

CREDIT HOUR REQUIREMENTS FOR GRADUATION

Other than specific requirements in a student's major field of study, the College requires the completion of 120 semester hours of course work with grades of A, B, C, or P. A course in which the grade of D or N is earned may not be included in this 120 hours. All programs leading to a Bachelor's degree include the required number of hours in general education courses. A grade of D earned in any one of these courses shall satisfy that course requirement. Except in rare cases, the College expects a full-time student to complete all requirements for graduation in eight semesters.

CLASSIFICATION OF STUDENTS

Students shall be classified by class according to the number of semester hours completed with grades of A, B, C, or P as follows:

Freshman	0 – 24 semester hours
Sophomore	25 – 54 semester hours
Junior	55 – 86 semester hours
Senior	87 – and above, semester hours

Students shall also be classified as full-time, part-time, or special as follows:

Full-time. Students who are matriculated for degree and are enrolled in

12 or more semester hours after the drop-add (one week after registration) period shall be classified full-time students during that semester. Incoming freshman and transfer students will be allowed to register as full-time students their first semester. A student shall lose the privilege to register as a full-time student if he has been academically dismissed in the previous semester. Privileges of a full-time student shall include assessment of fees on a semester basis and priority in class registration.

Part-time. Students who are matriculated for degree and are enrolled in fewer than 12 semester hours after the drop-add period shall be classified as part-time students. A student may register as a part-time student provided he has not been academically dismissed in the previous semester. Part-time students may not live in the dormitories, may not participate in varsity sports, and will have their fees assessed on a per-credit basis.

Special. Students who are not matriculated for degree shall be classified as special. Special students may not live in dormitories, may not participate in varsity sports, and will have their fees assessed on a per-credit basis. Special students are admitted on a semester by semester basis.

ACADEMIC DISMISSAL

Full-Time Students

It is the College's desire to give all students the opportunity to receive a college education. However, when a student's performance is such that it adversely affects the College's ability to fulfill its responsibilities to other students, continuation must be denied.

Any student who earns twelve semester hours of A, B, C or P credit per semester is eligible for continuation. A semester with fewer than twelve hours of A, B, C or P credit is considered a "deficient semester."

Academic dismissal occurs if:

1. the student earns fewer than three hours of A, B, C or PS credit the first semester at Salisbury State College; OR
2. the student earns fewer than six hours of A, B, C or PS credit any succeeding semester; OR
3. the student accumulates a total of three "deficient semesters."

Students who fail to meet the minimum requirements for continuation in college shall be academically dismissed. A student who is academically dismissed may petition the Admissions Committee for readmission. In no case will the student be readmitted as a full-time student for at least one

semester following his dismissal. Students desiring readmission may use the summer school program as a means to attempt to improve their academic standing.

Special and Part-Time Students

Special and part-time students, who, in the judgment of the Academic Dean, are not making reasonable progress in their studies at Salisbury State College shall be academically dismissed.

The Summer Session Program is under the direction of the Director of Summer School and Extension. Course offerings are determined by the Director in conjunction with the department chairmen and the Academic Dean. Teaching assignments are made by the Director of Summer School and Extension after consultation with the department chairman.

GRADUATION WITH HONORS

To receive a Bachelor's degree with honors a student must have completed the last 60 semester hours at Salisbury State College with the following cumulative grade point average based on all A, B, and C grades at Salisbury State College. Summa cum laude 3.75-4.00, magna cum laude 3.50-3.74, cum laude 3.25-3.49. In addition, students considered for graduation with honors must have completed at least 50 semester hours of 300 or above level courses with grades of A, B, C, or P. Transfer students must have a 3.25 GPA from previously attended institutions on those institutions' grading systems.

WITHDRAWAL FROM COLLEGE IN GOOD STANDING

The College recognizes that extraordinary circumstances may occasionally necessitate a student's withdrawal from college. Good standing shall mean that a student stands a reasonable chance of fulfilling the requirements for continuation by the end of the semester. A student's good standing shall be judged by the Academic Dean on the basis of the individual evaluations by the student's instructors. The Academic Dean shall also judge the legitimacy of the student's reason for withdrawal. It shall be the responsibility of the student to obtain the official judgment of the Academic Dean before the end of the semester in which he wishes to withdraw. In case no judgment is obtained or in case the circumstances are judged insufficient for withdrawal in good standing the student shall be academically dismissed. In case a student is allowed to withdraw in good standing an official statement to this effect shall be placed on the student's transcript.

A student who withdraws in good standing is eligible to continue enrollment at the College beginning with any semester or summer session following withdrawal, subject to the general regulations of college and deadlines of the Admissions Office for filing applications.

REPEATING A COURSE

There are certain courses in the catalog which may be repeated for credit. With the exception of these courses a student may not repeat for credit any course in which he has earned a grade of A, B, C, or P.

COURSE LOAD

The normal course load for students is fifteen semester hours per semester. No student may carry more than eighteen semester hours without approval of the Academic Dean. Approval shall be based on the student's performance in the previous semester.

GRADUATE AND SUMMER SCHOOL TEACHING

Salisbury State College is approved for graduate instruction by the Middle States Association of Colleges and Secondary Schools and the Maryland State Board of Education. The College offers programs leading to the Master of Education degree and the Master of Arts degree in History. Provision is also made for teachers seeking regular or advanced certification and for general students seeking graduate credit in professional education and in various academic fields.

Graduate study during the regular academic year is normally conducted in the Evening Program of the College. This program consists mainly of graduate courses meeting once weekly throughout the semester in sessions of approximately three hours each. A limited number of courses open both to graduate students and advanced undergraduates is also available in the regular daytime program. Generally, full-time graduate study for the Master of Education program is available only in summer and students enrolling both terms of the summer session may normally earn twelve hours of graduate credit. For the Master of Arts program in History full-time graduate study is usually offered every term.

The Graduate Program is under the administrative supervision of the Director of Graduate Studies.

The Graduate Council is the policy-making and coordinating body for the graduate program of the College. Its decisions on policy are subject to

the approval of the Graduate Faculty, the Academic Dean, and President.

The Graduate Faculty consists of professors, associate professors, *ex officio* members of the Graduate Council, and such temporary appointees from the full-time faculty as may be considered necessary candidates for temporary membership are nominated by the Graduate Council and are appointed for terms of one year or less after approval by the Graduate Faculty.

The Summer Session Program is under the direction of the Director of Summer School and Extension. Course offerings are determined by the Director in conjunction with the department chairmen and the Academic Dean. Teaching assignments are made by the Director of Summer School and Extension after consultation with the department chairmen.

INFORMATION FOR FACULTY ADVISORS

1. All advisement is handled through the students' major department. Each major department will be supplied on a yearly basis an unofficial copy of the students' academic record.
2. It is the departments' responsibility to see that the students' folders are updated by the latest copy of the academic record.
3. Since the same person may not be advising a given student at all times, it is important that "advice given" be noted in the students' folders, either on the academic record sheet or on an appended page.
4. Students may seek academic advice from the Academic Counselors in the Academic Dean's Office. This advice is to supplement that of his/her adviser.

OFFICE HOURS AND SCHEDULE

All faculty members are expected to be available for student consultation. Office hours should be posted. Teaching schedule and office hours should be submitted on the appropriate form to the department chairman, Academic Dean, and President.

POSTING OF GRADES

For reasons of confidentiality, grades will not be posted. However, at the student's request, such grades may be sent through the mail.

REGISTRATION

Registration procedures are distributed each semester by the Registrar. Faculty members should read this information carefully so as to be of the greatest possible assistance to students. The faculty member's prime responsibility will be during preregistration advisement and the Drop-Add period. In addition, the faculty member should be familiar with the following procedures:

1. **Change of Status** – The official list of students is prepared in the Office of the Registrar. This list is used for many purposes, including preparing bills in advance of registration, forwarding official transcripts, etc.

   Students should note any change in status on forms available in the Registrar's Office.

   Change of status may occur in the following ways:
   - Arts and Science to Teacher Education
   - Teacher Education to Arts and Sciences
   - Resident Student to Day Student
   - Day Student to Resident Student
   - Boarding Student to Resident Student
   - Day Student to Boarding Student
   - Marriage
   - Change of local or home address

2. **Withdrawal from College** – A student who officially withdraws from college will secure a withdrawal form from the Office of the Academic Dean. The student will obtain the signatures noted on the Withdrawal From College Form (see Appendix Y) before filing the form with the Office of the Registrar. The withdrawal date is considered as the date it reaches the Office of the Registrar, and any refund is based on this date. Mere cessation of attendance or departure from the College does not constitute official withdrawal. (See Withdrawal from College in Good Standing.)

   Refunds to students who officially withdraw will be in accordance with the following schedule:

   Students withdrawing from the College after completing registration shall not be entitled to the refund of any fees other than tuition, board and room.

A day student who withdraws within two weeks after the official registration day will be charged for one week in excess of his residence in the College. After the two-week period, but prior to mid-semester, tuition is refunded on a half-semester basis. Students who withdraw after mid-semester shall receive no refund of tuition.

Boarding students who withdraw from the College receive a refund of tuition in accordance with the regulations for day students. The refund of payment for room and board is subject to the following regulations.

1. A student who withdraws from the dormitory within two weeks after his official registration day will be charged for one week in excess of his residence in college.
2. A student who withdraws from the dormitory on his own or his guardian's initiative after the two weeks following registration and before mid-semester shall receive no refund of room and board for the first half of the semester. If the withdrawal occurs after mid-semester, there will be no refund of room and board paid for the entire semester.

A student who leaves the dormitory or the College at the request of the administration shall forfeit all fees and payments.

Students who withdraw from the dormitory must secure a Termination of Residence Form from the Office of the Dean of Students.

TEACHING LOAD

Since the number of hours spent in the classroom or laboratory is not necessarily an accurate measure of faculty duties, the College follows a few general principles regarding teaching load, but otherwise maintains a flexible policy. The normal full-time teaching load is twelve credit hours per week. The teaching load may be adjusted whenever unusual administrative or teaching responsibilities make a normal load an inequitable burden. Because of their administrative duties, heads of departments have reduced teaching loads. The College recognizes that members of the faculty who teach graduate courses or who direct student honors projects are subject to particularly heavy demand on their time and energies. No specific policy on the teaching load of those who conduct graduate courses can be stated, for circumstances vary so widely from department to department, and from course to course.

INTRODUCTION OF NEW COURSE

1. Undergraduate

Any faculty member may initiate a new course by obtaining the forms from his department chairman (see Appendix AB).

Supply the Informational and Substantive data.

The initiating faculty member will then submit the course to the department chairman for discussion at the department level. The discussion should consider any implications the course might have for the department and the school as a whole.

a. In the case of a course proposal by a new faculty member not yet on the campus, the department chairman may submit the proposal to the department on behalf of the new faculty member.

b. In the case where a course is offered jointly with another department, each department should consider it separately.

The members of the department may approve, modify, or reject the course.

When a proposed course has department approval (may or may not have chairman's approval) the chairman shall present the course proposal together with his recommendations to the Academic Dean.

The Academic Dean shall review the recommendations presented and shall consider such matters as the financial feasibility of the course, the adequacy of facilities, and any other relevant matter. He shall then present the course along with his recommendations to the Chairman of the Academic Council.

After consideration of all the pertinent data presented to it, the Academic Council shall vote its approval or disapproval of the course.

Approved courses shall be forwarded by the Academic Dean's office to the Registrar for course number assignment and catalog inclusions.

The forms for Introduction to New Course appear in Appendix AB.

When course number, title, credit hours or description is changed, use the form in Appendix AD.

2. Graduate

Graduate level courses must be approved by the Graduate Council. The procedure is the same as in Section 1 above except the request goes to the Graduate Council rather than the Academic Council. When 400 level courses are offered for both graduate and undergraduate credit, both the Academic and Graduate Councils must approve.

Section IV

ADMINISTRATIVE POLICIES AND PROCEDURES

34

PREPARATION OF BUDGET, ETC.

Purchasing

All items for materials other than office supplies must be requisitioned through the Business Office on forms available there (see Appendix R). Such requisition must have approval of the department head and the Academic Dean.

In some instances individual faculty members may find it necessary to purchase supplies locally. This can be done as long as the purchase is for less than one hundred dollars. All local purchases must have the prior approval of the department chairman and be written up on the appropiate purchase order form (see Appendix U).

Departmental instructional equipment requisitions are made through the Academic Dean.

COMMUNICATIONS

The College believes strongly in an open communications line between faculty and administration. In addition to regular faculty meetings, and periodic departmental and special meetings as needs arise, the administration issues frequent bulletins, letters and a faculty newsletter.

In addition, the College communicates to students, administration, faculty and staff through bulletin board announcements, posters and a weekly Salisbury State College newsletter with news, announcements, and policy changes.

This newsletter is published every Thursday noon during the College year. The deadline for news inclusion is every Monday noon.

FACULTY COMPENSATION

The following are the Board of Trustees' regulations concerning faculty compensation:

1. General
   a. A uniform salary framework shall be utilized for determining compensation of faculty members.
   b. The goal is to achieve an average salary for each faculty rank at not less than the seventy-fifth percentile of the National Education Association scale for comparable institutions throughout the nation, as proposed by the Maryland Council for Higher Education.
   c. The minimum salary for each faculty rank shall not be less than that of the University of Maryland.

d. Annual salary increases shall be based on the "merit" concept. Advances in salary shall be determined on the basis of effective teaching, pursuit of graduate studies, and contributions made to the academic community.

e. Each college president shall determine the number of salary increments to be awarded annually to the faculty members, if any.

2. **Summer Sessions**

a. The faculty pay rates listed below were adopted for summer school effective June 1, 1973:

FACULTY RANK	SUMMER SCHOOL FACULTY COMPENSATION PER 3 CREDIT-HOUR COURSE	SUMMER SCHOOL FACULTY COMPENSATION FOR TWO 3 CREDIT-HOUR COURSE
Professor	$ 1,400	$ 2,800
Assoc. Prof.	$ 1,150	$ 2,300
Asst. Prof.	$ 950	$ 1,900
Instructor	$ 800	$ 1,600

b. The summer school faculty pay rates were subject to the following provisos:

i. No faculty member teaching in the summer school shall be paid less than $800 per three (3) credit-hour course.

ii. Summer school costs must include, in addition to faculty salaries, other direct administrative costs and travel as indicated below:

(a) Any course offered in the summer school which does not enroll sufficient students to generate income to cover the pay of the faculty member for that course may not be offered without the express permission of the Executive Director of the Board of Trustees.

(b) Faculty members may teach a maximum of two (2) courses per summer school session. Special type courses and duties such as independent study, directed readings, seminars, practicums, advisement, etc. shall be excluded from the above faculty pay rates and faculty payments for such duties and courses shall be a matter of individual negotiation between the colleges and affected faculty members. In no event, however, shall any faculty payment exceed twice the three credit-hour course compensation for that rank.

3. **Overload During Regular Sessions**
   a. The faculty pay rates listed below were adopted for evening school effective June 1, 1973:

Faculty Rank	Evening School Faculty Compensation per 3 Credit-Hours Course
Professor	$ 840 - $ 1,000
Assoc. Professor	$ 765 - $ 955
Asst. Professor	$ 690 - $ 850
Instructor	$ 615 - $ 700

   b. The evening school faculty pay rates were subject to the following proviso:

      Each college president at his discretion may determine the pay ranges, within the limits established above, taking into consideration faculty experience or other factors he determines to be applicable.

   c. Each college president, in the operation of extension classes, is authorized, when the income derived from the class so warrants, to pay a faculty member an amount not to exceed $200 per semester depending upon the distance of the classes from the college.

4. **Salary Limitations**
   a. The total of (1) the salary paid a faculty member for teaching during the regular session plus (2) any grant funds paid the faculty member from federal or other sources for teaching and/or research shall not exceed that amount which has been established for his rank and step on the State Colleges' uniform salary framework scale for teaching on a full-time basis during the regular session.
   b. Salary received for teaching during the summer session or on an overload basis and income derived from employment outside the College shall not be included in this computation. Board policy pertaining to a faculty member's employment outside the College is contained in Section 3 above and in Paragraph 3, d, of the Faculty Member's Contract (Appendix B).

CONVENTIONS AND MEETINGS

Faculty members who expect to attend conventions or meetings in the United States should submit their travel requests to their department chairman and the Academic Dean at least one month before the scheduled meetings. Such requests must be approved by the Academic Dean and

are then submitted to the budget department.

For foreign travel the travel requests must be submitted at least 60 days in advance.

DEDUCTIONS

Federal Income Tax

Federal Income Tax is withheld from each salary check on the basis of information which the faculty member provides the Business Office when he fills out the W-1 Form for claiming exemptions. Copies of the W-2 Form for Income Tax purposes are sent to the faculty member during the month of February.

Maryland Income Tax

The Maryland Income Tax is withheld on the same basis as the Federal Income Tax, and the filing of the W-4 is sufficient for the Maryland Income Tax. Information is contained on the W-2 Form given to the faculty member in February.

SOCIAL SECURITY

The Federal Social Security Tax is withheld at the current rate of 5.2%.

INSURANCE

Blue Cross and Blue Shield Hospitalization coverage is available for faculty and administrative staff. The form to initiate hospitalization insurance is secured from the Business Office (see Appendix M).

RETIREMENT BENEFITS

Faculty members automatically participate in the Maryland State Retirement System. Information concerning the retirement system can be found in Appendix L.

SAVINGS BONDS AND TAX-SHELTERED ANNUITIES

Faculty members interested in purchasing Savings Bonds or Tax-Sheltered Annuities (see Appendix L) should contact the Business and Finance Office.

EMERGENCIES

In case of emergencies on campus, Security should be contacted (Ext. 221, 222). When personal injury is involved, the Health Center should also be contacted (Ext. 226, 227). When there is damage to the physical plant, Maintenance should also be contacted (Ext. 341, 342 and 546-3947).

EXPENSES

Allowable expenses for authorized travel include hotel bills, meals, telephone and postage for official business and cost of laundry, cleaning and pressing, if for a period exceeding one week. Expenses are for faculty member only and the faculty member must submit an itemized accounting together with itemized receipted bills. Expense Account Form (Appendix Q) plus receipts are to be turned in to the Academic Dean's Office.

FIELD TRIPS

Plans for field trips related to the instructional program are made well in advance of the anticipated trip by the faculty member concerned. A list of students to be excused from classes for the trip is submitted to the Academic Dean in time for its circulation to the faculty at least a week before the trip. Field trips are not scheduled during the last two weeks of classes prior to the semester examinations.

GIFTS, DONATIONS, OR GRANTS

The College will accept gifts, donations, or grants. However, they must be accepted in accordance with the State requirements (see Appendix N).

OFF-CAMPUS PROFESSIONAL EMPLOYMENT

Faculty members of the State Colleges shall be encouraged to accept occasional requests to participate in short-term professional activities within or outside the State, such as lecturing to professional and technical groups, directing workshops, and rendering services of a consultative nature to professional and technical organizations.

Faculty members of the State Colleges shall be permitted to teach an occasional course at a neighboring college or university. The term "occasional" as used herein, is intended to mean courses taught not on a regularly, recurring basis and not under a year-to-year contract.

Faculty members shall be allowed to receive remuneration for services of the type mentioned above when offered by the organization served.

Before accepting obligations of the type referred to above, the faculty member shall secure the approval of his department head and the college administration. The assumption of course work by faculty members at a neighboring college or university shall be reported periodically by the president to the Board of Trustees.

In giving consideration to any type of extra-campus activity, each faculty member is expected to give prime attention, and the major part of his energies to his post as a faculty member and to those activities which will best enable him to fulfill that responsibility most effectively. This will include his classroom instruction and preparation, student advising, committee work, and designated participation in administrative problems. He will accept outside responsibilities, either for community participation and leadership or for remuneration only when, in his judgment, they increase rather than decrease his effectiveness as a faculty member, he will weigh carefully the relative merits of personal financial gain as contrasted with opportunities for community participation and/or leadership.

Outside obligations which would in any way conflict with College responsibilities, or lead to unavailability for College activities, or bring criticism upon the member of the College must be avoided. In evaluating requests of faculty members to engage in off-campus activities of the type mentioned above, the following criterion should be used by administrative officers.

The work which the faculty member proposes to undertake should be of such nature as to: (a) enhance his professional competence or status, (b) provide professional services in line with the faculty member's field of specialization, and (c) serve the public relations and community service objectives of the institution.

ORGANIZING CLUBS IN THE COLLEGE

New clubs or other student organizations may be formed by students and faculty members; appropriate documents must be prepared showing the purpose and organizational structure and they must be approved and signed by the President of the College. If these organizations are to receive any financial support from the Student Activity Fund, the Student Government Association will require a copy of the constitution of the new organization and, after a study of the purposes to be served by the organization, will determine the amount, if any, of financial support.

OUT-OF-STATE TRAVEL

Since reimbursement for out-of-state travel must be approved by the Board of Trustees, it is necessary to submit the Individual Request for Out-of-State Travel Form (see Appendix AE) at least one month prior to departure. The form is available in the Academic Dean's Office.

PAYMENT

Pay periods are scheduled at two-week intervals, every other Wednesday. Checks are distributed on Wednesday through the campus post office. Faculty members may elect to be paid in 21 or 26 payments. Such a decision must be made by June 1.

PUBLIC RELATIONS

Faculty and staff members are requested to notify the Public Relations Office of the following: grants received for research or special projects; their recent publications; attendance at conferences and professional meetings; lectures before civic, professional, alumni or educational groups; participation in community affairs and departmental and class field trips, seminars, workshops or conferences. TO ASSURE PUBLICITY OF A SPECIFIC EVENT THROUGH THE DAILY PRESS, RADIO OR TELEVISION, it is important that information be submitted at least a week and preferably two weeks in advance.

Faculty members are asked to notify the office whenever they are asked directly by the press or invited to appear on radio or television. The Public Relations Office welcomes suggestions from faculty regarding news stories, magazine articles, college publications, etc. In turn, the office offers advice to all departments on campus in the organization and promotion of special projects which require public understanding, and on the design, printing, and mailing of special materials for publicity purposes.

RECORDING AND REPORTING GRADES

Semester grades are recorded on official grade sheets provided by the Registrar and forwarded to the Registrar within forty-eight (48) hours after the administration of the final examination.

No changes of grades are made except when there has been an error in recording or in computing a grade. To change a grade the faculty member secures a change of grade form from the Academic Dean's Office (see Appendix E).

REPAIRS AND MAINTENANCE

All requests for repairs, maintenance, construction of equipment and furnishing of classrooms or offices, including moving of furniture from one area to another, are handled by the Maintenance Department. In order to initiate such work the proper form may be secured from the administrative offices or from clerical support personnel. A copy of such form is found as Appendix O. After approval by the Department Chairman and the Academic Dean, the form is sent to the Maintenance Department for action.

STUDENTS' RECORDS

Cumulative Records – Student's cumulative academic records are prepared and maintained in the Office of the Registrar. Faculty advisers may, with reason, consult these records at any time in presence of Registrar or Associate Registrar; however, they may not be taken out of the Office of the Registrar.

FORM TO BE USED FOR TERM PAPERS, ETC.

The faculty members unanimously adopted **A Manual for Written Term Papers, Theses and Dissertations** by Turabian for all written work. This manual is available in the College Bookstore.

TRAVEL

Faculty members traveling on official business submit to the Academic Dean travel vouchers to be reimbursed for travel. Reimbursement is made for all approved expenses (see Appendix Q).

USE OF THE COLLEGE'S NAME

A faculty member is encouraged to use the name of the College and College stationery when officially representing the College. However, in projects which the College has no official association, the faculty member is asked not to use the College's name if such use could be construed as a College endorsement.

VACATIONS

Faculty members are free to start their vacation after graduation if all departmental responsibilities have been fulfilled. Department chairmen should designate an acting chairman when leaving the area for an extended period of time. All faculty members should leave an address at which they can be reached when they are out of the area for an extended period. The address should be left at the Academic Dean's Office.

Graduate advisers should leave graduate folders with a substitute faculty adviser, appointed by the adviser or the department chairman. The Director of Graduate Studies should be notified of any changes.

WORKMEN'S COMPENSATION COVERAGE

All members of the faculty and staff are covered by Workmen's Compensation. In case of an injury sustained on campus or in line of duty, a report should be filed with the Workmen's Compensation Commission. Information and forms for filing such reports are available in the Business Office.

Section V

COLLEGE SERVICES

ATHLETIC FACILITIES FOR FACULTY USE

The facilities of the Physical Education department are available to members of the faculty when they are not in use by the physical education classes. The chairman of the Physical Education department should be consulted for detailed arrangements.

The outdoor athletic facilities include varsity fields for soccer, baseball and field hockey, practice fields, all-weather quarter-mile track and six hard surface tennis courts.

AUDIO-VISUAL EQUIPMENT

The use of audio-visual equipment is scheduled through the Director of Instructional Resources, located in the basement of Devilbiss Science Hall.

CALENDAR SCHEDULING OF EVENTS

The official College calendar is maintained in the Office of the Associate Dean of Students. Requests for space are submitted on forms available in the Office of the Associate Dean of Students (see Appendix I). A schedule of events is distributed in the College newsletter.

COLLEGE VEHICLES

The College has several vehicles in its motor pool; they may be used by faculty for authorized college activities. To secure the use of a college vehicle faculty members must file a "State Vehicle Request" with the Office of the Academic Dean; a copy of the form is found as Appendix H. Approved requests are submitted to the Maintenance Department, which maintains a schedule of assignment for the vehicle. The keys for the vehicles are available at the Maintenance Department. Information concerning regulations for use of college vehicles together with procedure to be followed in the event of a motor vehicle accident will be found in the glove compartment of each college vehicle. It should be noted that in-state travel will not be reimbursable for the use of a private automobile if a state car is available for use.

COUNSELING SERVICES

The objective of the counseling services on campus include:

1. Counseling with individuals and groups relative to academic, career, and

personal-social problems.
2. Consulting with faculty and staff relative to the development of the potential of students.
3. Coordinating activities and programs, including certain testing programs, relative to facilitating pupil development.

Specific services for faculty might include:
1. Referral source for student experiencing unsatisfactory learning of personal-social problems.
2. Consultant for faculty member's counseling with student(s).
3. Consultant for diagnosing and prescribing individual learning programs.

DATA PROCESSING SERVICE

The College has a UNIVAC 1004 remote card terminal to a UNIVAC 1106 computer at Towson. All major computer languages are accepted. The computer center will be open between 8:30 a.m. and 10:00 p.m. daily and from 10:00 a.m. to 2:00 p.m. on Saturday. In addition, teletype units are available.

The computer is available for both faculty research and classroom work. Information on the use of the computer may be obtained at the Data Processing Center (basement of Holloway Hall).

DUPLICATING SERVICES

All duplicating should be handled by the departmental secretary. Each secretary has access to both a Rexograph and a Xerox machine. Large duplicating jobs will be forwarded to Central Services Office. The Central Services Office has a mimeograph machine and an offset press. They also have a Xerox 7000 (a reducing xerox machine).

HEALTH SERVICES

Salisbury State College's Health Service is operated primarily for the benefit of resident and non-resident students. The staff consists of one physician and five nurses, providing 24-hour coverage. First aid and emergency treatment is available to faculty members who become ill on campus.

Annual chest x-rays or Tine tests are required of all personnel employed by the State of Maryland. The Health Center gives Tine tests in the fall at no cost to faculty members. Influenza and tetanus vaccines are available through the Health Center.

LIBRARY PRIVILEGES OF FACULTY MEMBERS

Faculty members may borrow books from the library for an indefinite loan period; however, it is expected that books will be returned immediately upon request by the librarian. Provision is made for faculty members to have photo copies made of reference material and periodical material. In exceptional cases where a periodical is necessary for use in the classroom, arrangements can be made with the Director of the Library to have the periodical for the duration of the class. Faculty members may make arrangements with the Director of the Library to place particular books and periodicals on the reserve shelves for use by specific classes. The library also offers intra-library services to the faculty.

MAIL

Mail is picked up by the College at the U. S. Post Office daily and delivered to the College Post Office in the Student Union Building. After sorting, the faculty mail is delivered to the departmental secretaries.

Intra-college mail is also processed through the College Post Office. Mail is delivered to and picked up from each departmental secretary twice daily.

Stamps can be purchased from the College's Post Office during specified times.

MEALS IN THE FACULTY DINING ROOM (GOLD ROOM)

The faculty dining room is open daily from 8:00 a.m. to 6:00 p.m. Cost for meals, payable at the door, are: Breakfast – $.75, Lunch – $1.25, Dinner – $1.75.

PARKING FACILITIES FOR FACULTY

Parking areas are provided for faculty and staff. Each faculty member is furnished a copy of the **Salisbury State College Traffic Rules and Regulations** at the beginning of each academic year. Faculty members are required to register their vehicle and secure a parking decal for each vehicle used on campus. Vehicles will be registered in the Security Office in Wanticoke Hall.

PRINTING

All requests for printing of college publications, including catalogs, handbooks, brochures, posters, magazines, leaflets, etc. (excluding however, stationery and intra-college forms), are submitted to the Office of Public Relations for preparation of specifications, invitations to bid, quotations, and contracts to be let. Faculty members desiring to produce any academic publication should first obtain approval from the Academic Dean before submission to the Office of Public Relations.

PUBLIC TRANSPORTATION

During the day the Salisbury Transit Company maintains a bus service every thirty minutes into town. At night, taxi cabs are the only public transportation.

Public transportation to other points is supplied by the Carolina Trailways and the Greyhound Bus Companies. The Carolina Trailways depot is located at 431 East Main Street and the Greyhound depot is located at 301 East Main Street. Tickets and bus schedules are available at these places. Air flights to Baltimore and Washington are available from the local airport, located on Airport Road to the east of Salisbury.

REMISSION OF TUITION FOR SPOUSE AND FAMILY

Regular full-time members of the College faculty and staff may register for one course each semester, and one course each summer session, provided that such courses do not interfere with regular college duties. This applies to both undergraduate and graduate courses. Staff spouses and children may enroll either as part-time or full-time students and receive remission of tuition.

Only tuition will be waived. All applicable fees must be paid by the individual. It should also be understood that the policy is only applicable to tuition remission, and does not waive admission requirements. Admission to undergraduate and graduate courses will be determined by the Director of Extension and Summer Sessions.

SECRETARIAL ASSISTANCE

Each department is assigned a secretary. All secretarial services should be processed through the departmental secretary.

STUDENT ASSISTANCE

Members of the faculty who wish student assistance are given the opportunity each semester to submit their requests through their department chairmen to the Office of the Counselor of Special Programs and Financial Aid. This office ultimately makes the assignment of student assistance to each department. Each faculty member assigned a student assistant must report the student's hours worked each week to the Business Office on the special forms provided.

STUDENT PLACEMENT SERVICES

The Placement Office, located in Holloway Hall, maintains regular office hours from 8:30 a.m. – 4:30 p.m., Monday through Friday.

The service acts as an intermediary agency through which graduating students may be assisted with respect to their employment goals, problems and needs; and provides a service to employers that will enable them to be brought into contact with qualified students. The service also aids all students seeking part-time and/or summer employment off-campus.

TELEPHONE SERVICE

Telephones are provided for faculty members for professional business. Campus telephones are operated through the College Switchboard which is open 24 hours a day during the academic year, and from 8:00 a.m. to 4:00 p.m. during regular college holidays. All long distance calls must be recorded on the log.

Section VI

APPENDICES

Appendix A

REGULATIONS AND PROCEDURES GOVERNING ACADEMIC FREEDOM AND TENURE IN THE MARYLAND STATE COLLEGES UNDER THE JURISDICTION OF THE BOARD OF TRUSTEES OF THE STATE COLLEGES

Preamble

These Regulations and Procedures Governing Academic Freedom and Tenure in the Maryland State Colleges form a part of the employment contract entered into between the Board of Trustees of the State Colleges and the faculty members appointed by said Board. The term "faculty member" as used in these Regulations and Procedures shall mean persons appointed to full-time teaching and/or faculty research positions at the State Colleges.

These Regulations and Procedures may be amended from time to time by the Board and shall be applicable to all faculty members as and when amended, except that a faculty member's attainment of tenure shall in all cases be determined by the regulations of the Board in force at the time of his initial appointment.

Article One

Faculty members shall enjoy full freedom in research, publication, and teaching within the academic disciplines of their competence, provided that such research and/or publication does not interfere with their performance of assigned duties.

A faculty member is a citizen, a member of a learned position, and an officer of the State College to which he is appointed. When he speaks or writes as a citizen, he shall be free from institutional censorship or discipline, but his special position at the college imposes special obligations. Accordingly, a faculty member must be an authorized spokesman for an institution when professing to speak for that institution or for any division or department thereof.

Article Two

Pursuant to the American Association of University Professors 1940 Statement of Principles on Academic Freedom and Tenure and to the 1958 Statement on Recommended Institutional Regulations on Academic Freedom and Tenure, the Board establishes the following Regulations and Procedures to implement those principles.

SECTION ONE. The Board recognizes that financial security is necessary to enable faculty members to render maximum service to the institutions where they are appointed. To establish such security, faculty members appointed for the academic year commencing September 1970 and thereafter shall attain permanent tenure at the college to which they are appointed in accordance with the following regulations:

1. The initial appointment shall be of a probationary nature, and shall be for a period extending to the end of the first academic year. Such probationary appointment shall be automatically renewable for additional periods of one full academic year each, unless the college president shall give written notice of the nonrenewal of appointment for any succeeding academic year as follows:
   a. Not later than March 1 during the initial period of probationary appointment (July 1 if the initial period of probationary appointment begins after January 15).
   b. Not later than December 15 during the second year of probationary appointment.
   c. Thereafter, not later than at least twelve (12) months prior to the expiration of an appointment.
2. In the case of an instructor, the total number of his annual probationary appointments (including the initial appointment even if less than one year) shall not exceed seven at that institution.
3. In the case of an assistant professor, the total number of his annual probationary appointments (including the initial appointment even if less than one year) shall not exceed four at that institution.
4. In the case of an associate professor and a full professor, the total number of their annual probationary appointments (including the initial appointment even if less than one year) shall not exceed three at that institution.
5. The length of probationary appointment shall be determined by the rank of the faculty member at the time of initial appointment; except that in the case of an instructor who is thereafter promoted, the length of his probationary appointment shall be determined by his rank at the time of said promotion, with full credit granted for the total number of previous annual probationary appointments served as an instructor.
6. In every case, upon completion of the maximum number of probationary appointments, the faculty member shall attain permanent tenure. The Board may, in exceptional cases, decrease the length of the probationary period or, with the consent of the faculty member concerned, increase the length of the probationary period.

SECTION TWO. After a faculty member has attained permanent tenure, he may not be dismissed except for reasons authorized by the laws

of Maryland and in accordance with the procedures established by the Board.

SECTION THREE. To ensure academic due process, a faculty member who has attained tenure or whose term of appointment has not expired may be dismissed only in accordance with the following procedures:

Procedural Standards

1. **Preliminary Proceedings:**
   The appropriate college administrators ordinarily should discuss the matter with the faculty member concerned in personal conference. The matter may then be terminated by mutual consent. If an adjustment does not result, the college president will refer the matter to a standing committee to be established on each State College campus entitled the Faculty Mediation Committee which will consist of five tenured faculty members elected by secret ballot by the faculty of that college. This committee, charged with the function of rendering confidential advice in such situations, shall informally inquire into the situation to effect an adjustment if possible. If none is effected, the committee shall determine whether in its view formal proceedings to consider the faculty member's dismissal should be instituted. If the committee does recommend that such proceedings be instituted, or if the president of the college, even after considering a recommendation of the committee favorable to the faculty member concerned, expresses his conviction that such proceedings shall be instituted, action shall be commenced according to the procedures which follow. Except where there is disagreement between the college president and the committee, a statement with reasonable particularity of the grounds proposed for dismissal of the faculty member shall jointly be formulated by the college president and the committee. If there is disagreement, the statement shall be formulated by the college president or his designated representative. If this committee shall fail to take its final action within ten (10) academic working days after the matter has been referred to it, the college president may institute formal proceedings.

2. **Formal Proceedings:**
   The formal proceedings shall be commenced by the college president addressing a communication to the faculty member, said communication to include the following minimum information: (a) the statement with reasonable particularity of the grounds proposed for dismissal, (b) notice that, if he makes a written request to the college president for a hearing within five (5) days of receipt of the aforesaid

communication, a hearing to determine whether the faculty member shall be dismissed will be conducted and, (c) information, either in detail or by reference to published regulations, of the procedural rights to be accorded the faculty member. The college president also will send a copy of said communication to the Executive Director of the Board for his information. Providing a written request for a hearing has been made by the faculty member to the college president within five (5) days of the faculty member's receipt of the aforesaid communication, the hearing shall be held within thirty (30) days but not sooner than fifteen (15) days after the receipt by the college president of the faculty member's request for a hearing. The hearing will be conducted on the faculty member's own college campus by a standing committee entitled the Faculty Hearing Committee which will consist of not less than five tenured faculty members elected by secret ballot by the faculty of that college. A faculty member elected to serve on the Faculty Mediation Committee shall not be eligible to serve on the Faculty Hearing Committee. The recommendations of the Faculty Hearing Committee shall be given within five (5) days of the hearing, shall be advisory only, and shall be forwarded to the college president, to the faculty member concerned, and to the Executive Director of the Board.

3. **Role of the Board of Trustees:**
After the recommendation of the Faculty Hearing Committee has been rendered to the Executive Director of the Board, or if there has been no request by the faculty member for a hearing before that committee (in which case the Faculty Hearing Committee shall make no recommendation), the college president may recommend to the Board that the faculty member be dismissed. The Board may not dismiss the faculty member unless the faculty member is furnished a copy of the charges against him and is provided an opportunity of being heard in person, or by counsel, in his own defense, before the Board upon not less than ten (10) days written notice. At this Board hearing, the faculty member concerned shall be entitled to be represented by counsel of his choosing, to be confronted by those who wish to give evidence against him, to cross-examine such witnesses concerning the evidence they present, and to summon witnesses and to produce documents on his own behalf. In all such cases the faculty member concerned shall be supplied with all papers and documents relevant to the case and held by the college administration, the Faculty Hearing Committee, the Board of Trustees, or any of them. A complete transcript of the hearing conducted by the Board of Trustees shall be maintained at Board expense and shall be furnished by the Board to the

aggrieved faculty member and to the president of the institution who initiated the proceedings.

4. **Suspension of the Faculty Member:**
Suspension of the faculty member by the college president during any of the proceedings involving the faculty member is justified only if immediate harm to the faculty member or others is threatened by his continuance. Any such suspension imposed will be with pay, unless legal considerations forbid.

SECTION FOUR. When the employment of a tenured faculty member is to be terminated because of discontinuance of his position or because of lack of funds to pay his salary, notice must be given at least one year prior to the effective date of termination, and faculty members so terminated shall be classified as furloughed faculty in the inverse order of their termination. Furloughed faculty members shall be entitled to be appointed within two years of their termination to vacancies which exist, or which may develop, in the same academic discipline in any of the colleges under the jurisdiction of the Board, if they possess the professional qualifications announced as requisites for such positions. In making appointments from the furloughed list, due regard shall be given to seniority so that those first to be dismissed shall be first to be re-appointed.

Article Three

In cases not involving dismissal, if a faculty member presents to the Faculty Mediation Committee in writing *prima facie* allegations of infringement of academic freedom as defined in **Article One** and/or in the American Association of University Professors 1940 Statement of Principles on Academic Freedom and Tenure, the Faculty Mediation Committee shall informally inquire into the situation to effect an adjustment, if possible. If no mutually agreeable adjustment is effected, the Faculty Mediation Committee shall make a recommendation on the matter to the Faculty Hearing Committee. The Faculty Hearing Committee shall conduct a hearing on the matter within a reasonable time after notifying all persons involved of the faculty member's allegation and the recommendations of the Faculty Mediation Committee. If the Faculty Hearing Committee concludes that there has been an infringement of academic freedom, a committee of the Board shall investigate the matter, and its decision shall be final.

At all stages of these proceedings, the burden of proof shall be upon the faculty member who has alleged infringement of academic freedom.

May 13, 1970

Appendix B

FACULTY MEMBER'S CONTRACT

STATE COLLEGES OF MARYLAND

STATE OF MARYLAND ..... State College

THIS AGREEMENT, made this ..... day of ....., 19....., by and between the BOARD OF TRUSTEES OF THE STATE COLLEGES OF MARYLAND (hereinafter called "Board") and ..... (hereinafter called "Faculty Member")
(Name of faculty member)

WITNESSETH:

1. **Appointment and Position.**
The BOARD does hereby appoint the FACULTY MEMBER indicated above as .....

..... of .....to teach
Rank (e.g., Assistant Professor) (Discipline)

at ..... State College at a salary of ....., for a period of .....

months beginning ....., 19..... and ending ....., 19.....
The teaching assignment of said FACULTY MEMBER shall be determined by the President at the State College and approved by the BOARD.

2. **General Conditions Governing Academic Freedom and Tenure.**
The FACULTY MEMBER will enjoy the rights and be subject to the provisions of the BOARD'S *Regulations and Procedures Governing Academic Freedom and Tenure* as the same may be amended from time to time. A current copy of these *Regulations and Procedures* has been furnished to the FACULTY MEMBER along with this contract and has been read by him prior to his affixing his signature thereto.

3. **Special Conditions.**
a. The FACULTY MEMBER shall become a member of the Teachers' Retirement System of the State of Maryland as required by law.

b. The FACULTY MEMBER shall not vacate his appointment during the school year, except in case of emergency. If the FACULTY MEMBER desires to terminate this Agreement for the succeeding year, he shall give written notice of termination to the President of the college no later than May 15. In cases of hardship or emergency, the college may, but shall not be compelled to, waive the notice requirement.

c. The FACULTY MEMBER shall be entitled to the same sick leave benefits per month as are provided for all State Merit System employees supplemented by whatever additional benefits the college may from time to time provide.

d. The FACULTY MEMBER, with the written consent of the President, may engage in limited employment for remuneration outside the college or carry a limited amount of part-time graduate work during the regular academic year provided that such activities on the part of the FACULTY MEMBER would not unduly interfere with the FACULTY MEMBER'S duties at the college.

4. Additional Conditions.

. . . . . .

Date of signing this contract ....., 19.....

WITNESS OUR HANDS:

SEAL

.....
Faculty member

.....
President of the College

.....
Chairman or Executive Director
Board of Trustees of the State Colleges

Appendix C

MONTHLY REPORT OF FACULTY ABSENCES

Month and Year _____

Please indicate in the appropriate space below all days on which you were absent from regularly assigned duties during the month shown above and forward this form to your department chairman by the fifth day of the month following. In the event you were not absent from regularly assigned duties during the month, please write "no absence" in the space below.

	Monday	Tuesday	Wednesday	Thursday	Friday
1st week					
2nd week					
3rd week					
4th week					
5th week					

Explanation of absences: (e.g., illness, conference off-campus, weather, etc.)

Date _____ Cause _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____
Signed (Faculty Member) Date

_____
Signed (Chairman) Date

Appendix D

STATE EMPLOYMENT PERSONNEL RULES

MATERNITY LEAVE

An employee should report her pregnancy as soon as it is an established fact, and submit a statement from her attending physician advising of her expected date of delivery, her general state of health, and that she is able to continue her duties.

a. Normal – Sick leave may not be used due to normal conditions of pregnancy.
b. Abnormal – If the Medical Director determines that an abnormal condition of pregnancy exists, based upon a report submitted by the employee's attending physician, the loss of time may be charged to earned sick leave.
c. Termination of Employment – An employee should not be continued on active duty if her condition of employment is injurious to her health, and should immediately be placed on leave of absence without pay, unless the employee wishes to resign.
   An employee generally should not be continued on active duty beyond the second month prior to expected date of confinement.
   An employee may request to continue on active duty beyond that time if she submits a certificate from her attending physician approving her continued employment, and, if in the opinion of the appointing authority, her condition of employment is not hazardous, does not involve heavy manual labor or extensive driving, or her pregnancy would not otherwise interfere with the efficient and effective performance of her duties.
   The appointing authority may refer questionable cases involving the continued employment of a pregnant employee to the State Medical Director.
d. Maternity Leave – An employee who has completed an original probationary appointment shall be granted maternity leave of absence without pay.
e. Return to Duty – No employee may return to active duty for a period of six weeks following delivery, provided that the approval of the Medical Director shall, in any event, be obtained prior to return to active employment.

OFFICE OF ACADEMIC DEAN

Request is made to change the grade of: _____ to _____
From To

_____ _____
Student's Name Social Security No.

Course # _____ Section _____ Title _____

1st semester ☐ _____ 2nd semester ☐ _____ Summer Session: 1st session ___ 2nd session ___
Year Year

Reason for request:

Signature of Instructor _____

Signature of Department Chairman _____

Signature of Academic Dean _____

Date _____

Appendix F

REGISTRAR'S OFFICE – PROGRAM PLANNING – FIRST SEMESTER 1972-73

Check One: Fr.____ Jr.____
So.____ Sr.____

SOCIAL SECURITY NUMBER _____ CURR./MAJOR _____

NAME _____
Last First Middle Maiden

ADDRESS: Local _____ PHONE _____
Home _____ PHONE _____
Number Street City/Town State Zip Code

CHECK ONE: I plan to complete degree requirements for Graduation at the end of the December 72 semester ____, May 1973____, Summer 1973____, Neither____.

I do not plan to return to Salisbury State College for the First Semester ____.

Course Number	Title	Sem. Hrs.	Remarks	P/F	Aud.	Repeat

TOTAL ____

Student Signature Date Advisor Signature Date

COMPUTER CENTER _____

IMPORTANT

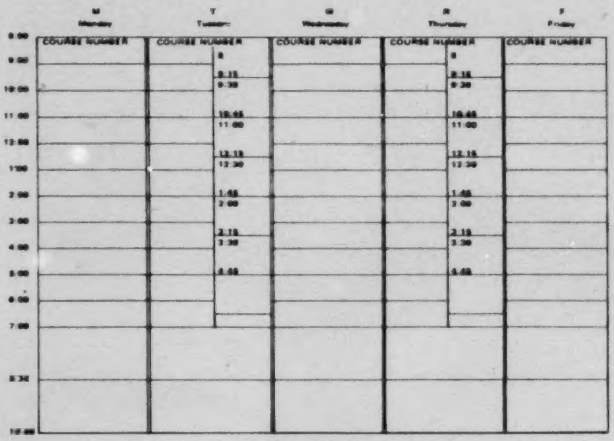
Accuracy is absolutely necessary. It is your responsibility to list all information correctly. Caution, Key-punch Operators punch exactly what is written on the Program Planning Sheets. **PLEASE CHECK CAREFULLY.** You may save time and avoid waiting in lines at a later date. Juniors and Seniors – Pass/Fail option is indicated by placing a check (✓) in the appropriate column. The Advisor indicates approval of P/F by placing his initials in the remarks column next to the Pass/Fail check (✓). Students who elect courses requiring specific approval will have faculty members affix signature in remarks column opposite appropriate courses.

All courses having multiple laboratory sections require a separate listing for the Labs. Refer to the sample listed on the reverse side.

SAMPLE:

Course Number			TITLE	Sem. Hrs.	Remarks	P/F	Aud.	Repeat
12	100	01	HISTORY AND APPRECIATION	3				
14	111	02	GENERAL BIOLOGY	4				
14	111	16	LAB	–				
14	215	01	HUMAN ANAT. & PHYSIOLOGY	3				
14	215	12	LAB	–				

CHECK CAREFULLY. DO NOT SCHEDULE TIME CONFLICTS.



Appendix G

Course No. _____ Dept. _____ Term _____ Yr. _____ Instructor _____

TEXT BOOK AND SUPPLY REQUIREMENTS

Author	Title	Edition	Publisher

College Bookstore
Salisbury State College
Salisbury, Md. 21801

Estimated Enrollment _____ Signature _____

TYPE THIS FORM Date _____

Appendix H

SALISBURY STATE COLLEGE
Salisbury, Maryland

State Vehicle Request

NOTE WELL: Use of a privately owned vehicle is authorized only if a College automobile is not available. If the staff member chooses to use his own car even though a College car is available, no reimbursement for mileage will be provided.

Number of vehicles requested: _____ For: _____
(Date)

Activity: _____

_____

Destination: _____

Time of Departure: _____ Estimated time of return: _____

Number of people: _____ Faculty sponsor: _____

Driver _____

Recommended _____
(Faculty Advisor)

Date _____

Approved: Department Chairman _____

Academic Dean _____

President _____

Complete this form and file it with the Department Chairman. You will be notified by phone at the motor pool as soon as your request has been processed.

1/72

SALISBURY STATE COLLEGE

Salisbury, Maryland

REQUEST FOR SPACE AND FACILITIES USE

Date of Request_____

INSTRUCTIONS: (Complete in triplicate) The chairman of the requesting organization and the faculty or staff sponsor should sign the request. (An off-campus group having no sponsoring department, group or individual on campus will submit the request directly to the Space Committee Chairman.) All copies of the request should be submitted to the Space Committee Chairman (Office of the Dean of Students). A final action copy will be returned to the requesting organization.

Those responsible for planning activities will clear the College Calendar in the office of the Associate Dean of Students for conflicts PRIOR TO SUBMITTING the request.

☆ ☆ ☆

SPACE AND FACILITIES REQUESTED: (Include space, dates, time of event, hours needed, number to be accommodated, type of food service, if any.)_____

PURPOSE OF EVENT:_____

Maintenance Order Filed (Date)_____ If No Maintenance Service Required, Check Here_____

Signature and address of person making request:_____

Organization:_____

Signature of Faculty or Staff Sponsor_____

APPROVAL: Academic Dean_____ Dean of Students_____

President_____

☆ ☆ ☆

Approved_____

Comment_____

Appendix I

Appendix J

SECTION I

THE FACULTY CONFERENCE

Meetings:

The Faculty Conference meets each month during the academic year upon call by the President of the College, who shall preside. The meetings are intended to provide a forum for the discussion of the academic policies and activities of the college and for formal action of the Faculty Conference when such action is requested by the Agenda Committee. Special meetings may be called by the President according to his judgment or whenever requested by at least fifteen percent of the voting members of the Faculty Conference.

Membership:

The Faculty Conference shall consist of the administrative and teaching faculties of Salisbury State College. The administrative faculty shall consist of the President and such administrative and non-teaching professional personnel as designated by the President. The teaching faculty shall consist of all persons holding full-time appointments as professors, associate professors, assistant professors, and instructors, or equivalent research positions. All members shall have the right to speak on all subjects that come before the meeting and to vote on all matters with the following exceptions, when the vote and committee membership shall be restricted to the teaching faculty and *ex-officio* members:

(1) On elections to committees listed under Group I
(2) On matters brought to the Faculty Conference for approval by the committees of Group I

Responsibility of the Faculty Conference:

The Faculty Conference shall vote its approval, disapproval, or referral to the appropriate committee of those policies recommended by its standing committees. Academic policy becomes operational only with faculty approval.

Order:

Robert's **Rules of Order** (latest edition) shall govern. Voting shall be *viva*

voce, a show of hands or secret ballot, according to the wishes of the presiding officer. A voting member may enter a motion for the secret ballot for any vote.

A parliamentarian shall be designated annually by the presiding officer.

Amendments:

These by-laws may be amended at any meeting of the Faculty Conference by a majority vote of the membership present, provided the amendment has been submitted in writing at a previous conference and specifically announced in the agenda for the meeting at which action on the proposed amendment is to be taken.

Committees of the Faculty Conference:

The Faculty Conference carries out its business through its standing committees. These committees shall construct operational guidelines which should include provision for hearings, where appropriate, prior to recommendations to the Faculty Conference. Annual reports of the standing committees shall be made to the Faculty Conference.

Committee membership is determined by both election and appointment.

Unless otherwise specified, elections to fill vacancies on the standing committees and/or other posts shall be held in February. Such newly elected officials shall assume office in March. Vacancies occurring before the expiration of an elective term shall be filled by a special election held at the first meeting of the Faculty Conference after the post is vacated.

Appointments shall be made by the President of the College, with the advice of the Organization and Rules Committee. Appointments shall normally follow elections.

Committees shall meet within 30 days after elections to organize and to elect chairmen where necessary.

SECTION II

STANDING COMMITTEES

Group I

Academic Council:

The Academic Council is the policy-making and coordinating body for the undergraduate academic program of the College, its decisions on policy subject to the approval of the faculty.

It studies current trends in higher education with the idea of initiating improvements in the curriculum as needed; it considers recommendations from the various departments and *ad hoc* committees for curriculum improvements, including the revision of existing courses and the offering of new ones; it reviews admission and academic standing policies; it evaluates the academic and professional offerings at frequent intervals so as to provide the best possible program for students of the College; and it encourages the faculty to utilize the findings of research in improving curriculum and instructional procedures.

The Academic Council shall consist of the Dean of the College and the Associate Dean (both *ex officio*), six members of the faculty elected by the faculty for three-year terms, two elected each year; and two members of the faculty named by the President of the College for two-year terms, one named each year. The Council shall choose a chairman annually at its first meeting subsequent to elections. Members of the Academic Council shall serve on no more than one other standing committee.

Graduate Council:

The Graduate Council is the policy-making and coordinating body for the graduate academic program of the College, its decisions on policy subject to the approval of the Graduate Faculty.

The Graduate Faculty consists of full-time associate professors and professors, *ex-officio* members of the Graduate Council and such full-time assistant professors as may be approved by the Graduate Faculty.

Assistant professors shall be eligible for election to the Graduate Faculty

provided they meet the following qualifications:

a. the possession of the doctorate or appropriate terminal degree.
b. the regular teaching of graduate students of courses at the 400-500 level.
c. some evidence of scholarly work or professional work.
d. recommendation of the department chairman.

The Graduate Council shall consist of the Academic Dean and the Director of Graduate Studies (both *ex-officio*). Four additional members of the Council are selected from the Graduate Faculty. Three of the above members shall be elected by the Graduate Faculty for three-year terms, one elected each year. The fourth member is appointed by the President for a two-year term. At its first meeting subsequent to elections, the Council shall choose annually a chairman who shall serve as chairman of the Graduate Faculty. Members of the Graduate Council shall serve on no more than one other standing committee.

Committee on Academic Freedom and Tenure:

The Committee on Academic Freedom and Tenure reviews appeals and problems referred to it concerning academic freedom and tenure. It initiates studies and offers its recommendations to the administration or other appropriate agencies.

The Committee shall have five tenured members, no two from the same department, elected for a term of three years. The Committee shall elect its chairman.

Faculty Welfare Committee:

The Faculty Welfare Committee studies and makes policy recommendations concerning promotions, salary schedules, contracts, insurance, retirement, sabbaticals, and related problems. The Committee will receive applications for sabbaticals and certify their warranty to the administration. Moreover, it will receive and study individual problems related to faculty welfare, offering its recommendations to the appropriate agencies.

The Faculty Welfare Committee shall consist of six tenured members, no two from the same department, elected to serve three years, two members retiring annually. The Committee shall elect its chairman annually.

The Faculty Mediation Committee:

In cases where the administration wishes to dismiss a member who has attained tenure or whose term of appointment has not yet expired, the Faculty Mediation Committee shall informally inquire into the situation to effect an adjustment if possible or to determine whether in its view formal proceedings to consider the member's dismissal shall be instituted.

The Committee shall consist of five tenured members elected by secret ballot of the faculty for a term of three years. The Committee shall elect its chairman.

The Faculty Hearing Committee:

In cases where mediation fails, the Faculty Hearing Committee shall conduct formal hearings when the administration wishes to dismiss a member who has attained tenure or whose term of appointment has not yet expired.

The Committee shall consist of five tenured members elected by secret ballot of the faculty for a term of three years. A member elected to serve on the Faculty Mediation Committee shall not be eligible to serve on the Faculty Hearing Committee. The Committee shall elect its chairman.

The Teacher Education Advisory Committee:

The Teacher Education Advisory Committee has the primary function of rendering advice to the Education Department concerning matters dealing with the professional education of teachers. Principal concerns are advising on suitable standards for admission to the Professional Teacher Education Program and the evaluation of candidates for admission to the program.

The Committee shall consist of the Chairman of the Department of Education, who shall preside, and five other members appointed annually by the President.

Senators:

The faculty shall elect two Senators to the Faculty Senate of the State Colleges of Maryland for the term specified in the constitution of that body.

Group II

Organization and Rules Committee:

The Organization and Rules Committee reviews faculty organization and rules of procedure and makes recommendations to the Faculty Conference. In addition, the committee prepares a list of candidates for each elective office (other than the Graduate Council) and confers with the President of the College concerning appointments to standing committees. Before submitting names for action, the Committee ascertains the willingness of the nominees to serve.

The Organization and Rules Committee shall consist of five members from the faculty elected for two-year terms, two being elected one year, three the next. The chairman is chosen by the Committee annually at its first meeting subsequent to elections.

Agenda Committee:

The Agenda Committee is charged with the responsibility of preparing the agenda for faculty conferences.

The Committee, appointed annually by the President, consists of four faculty members. The President shall designate the chairman.

Board of Visitors:

The faculty shall elect one member to the Board of Visitors of Salisbury State College for a three-year term.

Committee on Admissions:

The Committee on Admissions initiates policy on admissions, readmissions, and academic standing, subject to review by the Academic Council. The Committee is charged with administering these policies.

The Committee shall consist of the Academic Dean, Dean of Students, Director of Admissions, Registrar and Academic Counselor (all ex-officio) and five members from the faculty elected for three-year terms, two being elected one year, three the next. Members of the Committee on Admissions shall serve on no more than one other standing committee. The Committee shall elect its chairman annually.

Library Committee:

The Library Committee shall confer with the Director of the Library concerning library policy, role and growth, and serve as liaison between the faculty and the library.

The Committee shall consist of the Director of the Library (*ex officio*), three elected faculty members, and one faculty member appointed by the President of the College. Faculty members serve three-year terms, one elected member retiring each year. The Committee shall elect its chairman annually.

The Honors Committee:

The Honors Committee is responsible for selecting recipients for the Achievement Key, the Campus Life Awards, and other similar honors (from a list of nominations made by the faculty at large).

The Honors Committee reviews the selection of students who are to graduate with honors according to criteria determined by the faculty.

The Committee shall consist of six faculty members elected for three-year terms, two retiring each year. The Committee shall elect its chairman annually.

Cultural Affairs Committee:

The Cultural Affairs Committee is responsible for arranging a program of extra-curricular offerings for the college community.

The Cultural Affairs Committee is composed of six members, three faculty members appointed by the President of the College for three-year terms, two students appointed by the President for one-year terms from a list of at least five names submitted by the SGA Board, and a student co-chairman elected by the student body in accordance with the SGA Constitution. The faculty co-chairman is appointed by the President.

Scholarship and Financial Aid Committee:

The Scholarship and Financial Aid Committee is concerned with the most effective distribution of the College's scholarship and aid funds. It shall recommend policy for the general operation of the financial aid program, and review the general operation of the financial aid office to assure that

policy is reflected in procedures. The Committee may also serve as an appeal board for students who believe their requests for aid have not been treated appropriately.

The Committee shall consist of seven members appointed annually by the President with the chairman specified: three faculty members, the Registrar, the Director of Finance, the Dean of Students, and a student representative.

Traffic Committee:

The Traffic Committee seeks to develop and recommend for implementation traffic rules and regulations providing maximum use of existing facilities and the safe movement of pedestrian and vehicular traffic.

The Traffic Committee, appointed annually by the President, consists of seven members: two from administration, two from the faculty, the Physical Plant Supervisor, and two students. The President shall designate the chairman.

The College Judicial Board

The College Judicial Board is a hearing committee composed of representatives of the student body, the faculty and the administration of the college. Specifically, the Board shall be composed of two students, appointed by the S.G.A. President, two faculty members elected by the faculty for two year terms, one being elected each year, and two administrators appointed annually by the President of the College. The chairman is chosen by the committee annually at its first meeting subsequent to elections.

The College Judicial Board will serve as the highest appellate board in the College judicial system, and will exercise original jurisdiction in cases involving students and faculty, and students and administrators and will hear all student appeals involving charges of dishonorable academic behavior. The functions and procedures of the Board are specified in the **Governance and Judicial Systems** handbook.

The Judicial Board shall consist of the Dean of Students, who shall act as chairman, the Associate Dean of the College, two faculty members appointed for two-year terms by the President of the College, and two student members appointed for one-year terms in such manner as the Student Government Association shall determine.

RESOLUTIONS AND RECOMMENDATIONS OF THE FACULTY CONFERENCE 1972-1973

Whenever the faculty approves a motion requiring study by a faculty committee, the appropriate committee be decided upon at the meeting. If an **ad hoc** committee is to be chosen, this committee should be named by the time of the following faculty meeting.

It is recommended that standing committees under the jurisdiction of the Faculty Conference establish formal procedures, by which responsibilities shall be administered, such as

(1) The fixing of a time and place for meetings which will allow sufficient time for the completion of the normal volume of business,

(2) The recording of the minutes of meetings in order to provide a public record of decisions rendered, and

(3) The introduction of appropriate sub-committees to serve the investigative and research requirements of committees in order to insure that sufficient and deliberate consideration be given matters presented for committee action.

Appendix K

* * * * * * * * * *

CONSTITUTION

OF THE

FACULTY SENATE OF THE STATE COLLEGES OF MARYLAND

* * * * * * * * * *

As adopted by the
Board of Trustees of the State Colleges
on
July 21, 1969

CONSTITUTION
OF THE
FACULTY SENATE OF THE STATE COLLEGES OF MARYLAND

In order to provide for participation by the faculties of the Maryland state colleges in the formulation of systemwide policy relating to the colleges, there is hereby created the Faculty Senate of the State Colleges of Maryland (hereinafter referred to as "the Senate").

ARTICLE I

SECTION 1. PURPOSE.

It shall be the purpose of the Senate to serve as the official voice of the faculties of the Maryland state colleges in matters of systemwide concern; to consider matters concerning systemwide policies and to make recommendations thereon to the Board of Trustees; and to assume such responsibilities and perform such functions as may be delegated to it by the Board of Trustees of the State Colleges.

ARTICLE II

SECTION 1. ELIGIBILITY TO VOTE.

All full-time members of the faculty at each college shall be eligible to vote in elections held for the purpose of electing or recalling Senators from that college and in elections held for any of the purposes set forth in Article V, Section 1 and in Article VIII, Section 2.

SECTION 2. ELIGIBILITY TO SERVE AS A SENATOR.

Any full-time member of the faculty of a college shall be eligible to serve as a Senator from that college.

SECTION 3. MEMBERSHIP.

The membership of the Senate shall consist of:

(a) two Senators elected from each college regardless of its size; and
(b) one additional Senator elected from each college for every two hundred faculty members or fraction thereof beyond two hundred in such college.

SECTION 4. REPRESENTATION FOR NEW COLLEGES.

The faculty for each college newly incorporated into the state college system shall elect its first voting Senators in the Spring of the college's first academic year following its incorporation into the system. At any time after incorporation of the college and prior to the time the voting Senators take office, the faculty of the college may send a non-voting representative to meetings of the Senate.

SECTION 5. ELECTIONS.

Senators from each college shall be elected by a majority of the votes cast by the faculty of such college. In any year in which an election shall be held at any college, the election results shall be certified to the chairman of the Senate and the Board of Trustees by the president of such college on or before May 1; and the Senators shall take office on or before June 1.

SECTION 6. TERMS OF OFFICE.

A Senator shall be elected to serve a term of three years, except that the Senate shall establish the length of the initial term of each Senator at the first meeting of the Senate. The Senate shall establish at that meeting appropriate procedures whereby approximately one-third of its members shall be elected each year. A Senator shall be eligible for re-election with the restriction that at least one year must elapse between the end of his second consecutive full term and the beginning of a third full term.

SECTION 7. VACANCIES.

In the event that an elected Senator shall be absent for one semester or longer, the faculty of his college shall elect a substitute who shall serve for him during his absence. In the event that an elected Senator shall die or resign from the faculty of his college or from the Senate, the faculty of his college shall elect a successor who shall serve for the remainder of his term.

SECTION 8. RECALL OF SENATORS.

A Senator may be recalled by a faculty of a college if, in a special election held for such purpose, a majority of the full-time members of the faculty of such college vote to recall him. In such event, a successor shall be elected who shall serve for the remainder of his term.

SECTION 9. FACULTY DEFINED.

As employed in this Constitution, the term "faculty" shall mean that group of persons at each individual college which are recognized at such college as constituting the faculty thereof.

ARTICLE III

SECTION 1. NAMES OF OFFICERS.

There shall be a chairman of the Senate, and such other officers as shall be specified in the By-Laws.

SECTION 2. DUTIES OF OFFICERS.

The time and manner of election, the length of terms and the duties and responsibilities of officers shall be specified in the By-Laws.

ARTICLE IV

SECTION 1. MEETINGS.

There shall be at least four meetings of the Senate during each academic year. Additional meetings may be convened by the chairman of the Senate, or by procedure which shall be specified by the By-Laws.

SECTION 2. VOTING.

A quorum shall consist of a majority of the membership of the Senate. Action shall require the approval of a majority of those present and voting. Voting by proxy shall not be permitted.

ARTICLE V

SECTION 1. REFERENDUM.

Any recommendation adopted by the Senate shall be referred to the faculties of the Maryland state colleges when resolutions requesting such a referendum are adopted by a majority vote of the faculties of at least one-third of the colleges, or when forty percent of the membership of the Senate supports a motion for such a referendum. Approval of recommendations so referred shall require a majority of the votes cast in systemwide balloting held for such purpose, provided that forty percent or

more of the electorate of each college participate in the balloting.

ARTICLE VI

SECTION 1. COMMUNICATIONS WITH THE COLLEGES.

In order to provide adequate communications with the faculties of the several colleges, the Senate shall circulate to the faculties and to the president of each college materials relevant to the activities of the Senate, such as agenda for and minutes of its meetings, committee reports and information on pending matters.

SECTION 2. RECOMMENDATIONS OF THE SENATE.

All recommendations of the Senate to the Board of Trustees shall be in writing and shall be forwarded to the Board of Trustees at its principal office or at such other place as the Board of Trustees may designate.

ARTICLE VII

SECTION 1. BY-LAWS.

The Senate may adopt By-Laws consistent with this Constitution, provide for committees, and establish its own rules of procedure.

SECTION 2. RULES OF ORDER.

Unless otherwise provided in this Constitution or in the By-Laws, the rules contained in Robert's Rules of Order Revised, as copyrighted in 1951 by Isabel H. Robert, shall govern the procedures at and the conduct of the meetings of the Senate and its committees.

ARTICLE VIII

SECTION 1. AMENDMENTS.

Amendments to this Constitution may be proposed by the Board of Trustees, or by a resolution adopted by a majority vote of the faculties of at least one-third of the several colleges, or by a majority of those present and voting at a meeting of the Senate.

SECTION 2. RATIFICATION OF AMENDMENT.

Ratification shall require a majority of the total vote cast in a systemwide referendum and a majority of the votes cast at each of a majority of the colleges, provided that forty percent or more of the electorate at each college participates in the balloting.

SECTION 3. ADOPTION OF AMENDMENTS.

Amendments shall become effective upon ratification by the faculties of the several colleges as stipulated in Section 2 above, and upon approval by the Board of Trustees.

ARTICLE IX

SECTION 1. ADOPTION.

This Constitution shall become effective upon adoption of same by action of the Board of Trustees.

SECTION 2. TERM.

Once adopted, this Constitution shall remain in force and effect, as amended from time to time in accordance with the provisions of Article VIII, until such time as it is terminated by law or by action of the Board of Trustees.

Appendix L

BOARD MEMBERS
JAMES A. SENSENBAUGH
Chairman
LOUIS L. GOLDSTEIN
Vice-Chairman
JOHN A. LUETKEMEYER
JAMES A. BRASWELL
MARY S. ELLIS

JUNE 1971

CHRIST G. CHRISTIS
ASSISTANT SECRETARY OF PERSONNEL
FOR RETIREMENT SYSTEMS

MAY TOWN
ADMINISTRATIVE COODINATOR

TEACHER'S RETIREMENT SYSTEM
301 WEST PRESTON STREET
BALTIMORE, MARYLAND 21201

SOURCE OF YOUR BENEFITS

You are primarily interested in the retirement benefits that can be derived through your membership. These are briefly explained on the following pages. They accrue both from your thrift and from State participation. Your "Accumulated Contributions" through payroll deductions could be described as accumulated savings deposits. Your savings or accumulated contributions are made during active service in anticipation of their ultimate return to you in the form of annuity benefits. If you terminate from service without retiring, your accumulated contributions, with interest earned, are refundable to you.

In addition to any annuity derived from your contributions, at retirement, you are entitled to receive a pension which is financed by the State in accordance with actuarial design. The reserves accumulated will produce the necessary cash for pension payments when they become due. This determination is made by annual actuarial valuation of the system and is guided by numerous assumptions based upon the past experience of the system.

The benefits you may receive under the retirement program should never be viewed as a complete substitute for individual initiative and responsibility in providing security in later years. Additional income derived from savings, insurance, investments and other personal protection programs will be necessary to fully satisfy your financial needs after retirement.

YOUR ENROLLMENT

Upon first being employed in an eligible position, you were immediately provided with an "Enrollment" form. As a condition of your employment you entered thereon the date when you started to work, name of the

position, your rate of pay, marital status, County or Baltimore City Board of Education, or institution employing you and date of birth. You also named a beneficiary to whom the death benefit will be paid in the event of your death before retirement. Verification of your age is necessary and must be made at the time of enrollment. Acceptable documents or photostatic copies of such documents are as follows:

Birth Certificate or Delayed Birth Certificate
Birth Registration Notice
Statement of Age Card (from Health Department in County of Birth)
Hospital Birth Record, certified by the custodian of such record
A signed statement by the physician or midwife who was in attendance at birth
Baptismal Certificate
Family Bible Record
Naturalization Record
Military Record
Passport or Visa
School Record
Insurance Policy (if at least five years old)
Marriage Record
Census Record

Upon enrollment you were assigned a membership number which permanently identifies your accumulated savings account and record of service. Throughout the years all information necessary for your eventual retirement is assembled and filed under this number. Your membership number appears on the Annuity Savings statement submitted to you annually. It is recommended that you refer to it in any correspondence directed to the Board.

MEMBERSHIP

Every regular teacher or regularly employed part-time teacher who receives his compensation from any of the 23 Counties or from the State of Maryland shall become a member of the retirement system as a condition of employment. Teachers employed by the City of Baltimore on and after July 1, 1968, also shall become members of the State retirement system as a condition of employment. "Teacher" shall mean any teacher, helping teacher, principal, supervisor or superintendent, attendance officer, or clerk employed in a public day school within the State or in any State educational institution supported and controlled by the State.

ANNUITY SAVINGS ACCOUNT

You have a separate and personal account in the Annuity Savings Fund. Your savings are protected against execution, garnishment, attachment, or other process of law and are unassignable, except as to Federal Taxes. Regular compound interest is annually credited at the end of each fiscal year and is at the rate of 4%. A statement of your account balance is submitted to you each year.

It should be noted that annual interest credits do not have to be reported to the U. S. Treasury Department, Internal Revenue Service, unless you separate from membership and withdraw your savings.

ADDITIONAL CONTRIBUTIONS FOR ANNUITY PURPOSES

While in service you may apply to the Board for permission to add to your monthly accumulated contributions and thereby increase the potential of the annuity portion of your retirement allowance. There is, however, a limitation on the additional amount which may be deposited either as a single contribution or through payroll deductions. It is recommended that you determine the amount you may wish to contribute and request the Board whether it is within the limitation set by law. The State does not match these additional contributions.

LEAVES OF ABSENCE

Leaves of absence without pay are authorized by employers, anticipating that you will return to service upon termination of the leave. The Board considers a teacher on an approved leave of absence to be a "member in service." During a period of authorized leave you retain all your rights as a member, but no service credits for the leave will accrue. The Board does allow service credit to any member on leave for personal illness, study, maternity, or government service if contributions for the period of the leave are paid.

MILITARY SERVICE

The law allows up to five years special credit for teachers who leave State service to enter military service. For complete information and forms for this purpose, contact the retirement office.

TERMINATION OF MEMBERSHIP

If any member is absent from service more than five years, or should he withdraw his accumulated contributions, or should he become a beneficiary or die, he shall cease to be a member.

REINSTATEMENT OF MEMBERSHIP

If you terminate as a member and are later reemployed, you may regain all your previous service credit, upon the payment of the accumulated contributions previously withdrawn with interest to date of re-deposit. You may not retire within three years of re-entry in the System.

CHANGE OF BENEFICIARY

The member is advised that various circumstances occurring throughout his life may significantly affect his choice of beneficiary to receive any benefits due to the event of death in active service or optional benefit after retirement. In such cases the member should immediately contact the Board and properly notify it of the desired change. Failure to do so may well result in payment being made to a beneficiary who the member, at the time of his death, did not actually intend to designate.

TRANSFERS BETWEEN SYSTEMS

Any person may transfer credit and Accumulated Contributions between sound actuarial systems supported by the State or any political subdivision of the State, where acceptance of employment makes it possible or mandatory for him to participate in such system.

PART-TIME EMPLOYMENT AFTER RETIREMENT

A member retired on service retirement may accept temporary part-time employment with the State, County or Baltimore City, provided he immediately notifies the Board of his intention to accept such employment and specifies the compensation to be received. The salary received for the part-time position plus the regular retirement allowance cannot exceed the average final compensation upon which the retirement allowance was computed.

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VOLUNTARY SERVICE RETIREMENT

In order to qualify for a service retirement, you must be age 60 or over regardless of the number of years of service or have thirty years of service regardless of age. In order to exercise your right to voluntary retirement you must file your application to retire *not less than thirty nor more than ninety days in advance of the effective date of your retirement.* The effective retirement date from which benefit payments accrue is always the first day of a calendar month.

COMPULSORY RETIREMENT

Upon reaching the age of 70 you are subject to compulsory retirement beginning the first of the month following the month in which you reach 70, except that with approval of the State Board of Education you may remain in service until the end of the school year.

COMPUTATION OF YOUR REGULAR SERVICE RETIREMENT BENEFIT

The retirement allowance consists of two parts: namely, an annuity and a pension.

The annuity is basically a return of your accumulated contributions plus interest in monthly installments for life.

The pension is the State's share of your retirement allowance and is based upon your total service credit and factors fixed by statute as applied to your average final compensation. Average final compensation is the average of the three highest years of salary.

The State guarantees that *your total maximum retirement allowance* will equal 1/60 of average final compensation for each year of creditable service. The retirement allowance payable to a teacher with between 30 and 35 years of service and under the age of 60 is reduced actuarilly because of age. The normal retirement age is 60; therefore, the allowance is reduced for anyone retiring under age 60. The reduction factor does not apply if the member has 35 or more years of service.

A simple method for arriving at your approximate maximum retirement allowance without optional benefit is as follows:

$$\frac{\text{Years of creditable service}}{55} \times \text{Average final Compensation} = \text{Maximum Annual Allowance}$$

If the retiring member selects the regular service retirement allowance, payments will be made to him for the remainder of his lifetime, terminating at death, regardless of when that may occur. If the member desires to

provide for a beneficiary who would receive a retirement benefit after the death of the retired member, the following four options are available and may be chosen in lieu of the regular service retirement allowance.

EXAMPLE:

A county teacher, a man with 39 years of creditable service, retired at age 62, with an average final compensation of $8,120. His annual retirement allowance, before a choice of option, was calculated as follows:

$$\frac{39}{55} \times \$8{,}120 = \$5{,}278$$

This member would be eligible to receive a regular retirement allowance of $5,278 per annum (paid in twelve monthly installments) for the remainder of his life, with all benefits ceasing at his death. Or, he could elect to receive a modified allowance under one of the four following opitons.

OPTION 1

Under this option, the retiring member would receive a somewhat reduced allowance with the provision that should he not live his full life expectancy, the balance in his reserves would be paid in a lump sum to his designated beneficiary or estate. If the member lived beyond his life expectancy, there would be no balance payable.

Using the same example described above, the teacher could elect to receive a retirement allowance of $3,980.76 per annum for the remainder of his life. If he should die before receiving in retirement allowance payments a total of $52,838, which is the total initial reserve accumulated for this teacher, the balance of the amount over the total amount of the payments made prior to his death would be paid to his designated beneficiary or to his estate.

The beneficiary can be changed at any time after retirement, under this option.

OPTION 2

The member may elect to receive a reduced monthly retirement allowance, the payment of which may be continued after his death to his designated beneficiary. The amount of the payment is based on the ages of both the member and his appointed heir; the lower their combined ages, the smaller the monthly allowance. There is, however, no residue payable when this plan is chosen. The beneficiary cannot be changed after retirement.

The member used as an example could elect to receive a retirement

allowance under this option of $3,339 per annum for the remainder of his life. Upon his death $3,339 per annum will be paid to his beneficiary (female, age 61), for the remainder of her life, if she survives him. If the beneficiary predeceases the member, no additional amount will be paid to the member.

OPTION 3

The election of this plan provides a reduced monthly allowance to the member until his death, and his designated beneficiary would then receive one-half of the monthly allowance. The beneficiary cannot be changed after retirement.

The member used as a example could elect to receive $4,090.47 per annum. Upon his death, the female beneficiary would receive $2,045.24 per annum for the remainder of her life.

OPTION 4

This is a general option under which a retiring member may select any type of benefit actuarially acceptable and approved by the Board.

Normally, this is used as a "Cash Refund Annuity." The pension portion of the benefit is exactly the same as under the regular maximum service retirement allowance. However, the Annuity would be reduced. If the retired member does not live his full life expectancy, then any unused portion of the Annuity reserve (Accumulated Contributions with interest) would be paid in a lump sum to his designated beneficiary. The beneficiary can be changed at any time after retirement, if the member selects the "Cash Refund Annuity."

Using the same example, the member would receive $4,886 per annum for the remainder of his life. If he should die before receiving in annuity payments a total sum of $12,445.82, which is the value of his Accumulated Contributions with interest, the balance of this amount over the total amount of annuity payments would be paid to his beneficiary or estate. The annuity payments are at the rate of $85.91 a month. In other words, if the member should die one year after retirement, his beneficiary would receive $12,445.82 less $1,030.92, or a net payment of $11,414.90.

VESTING AFTER 5 YEARS OF SERVICE.

An Act of the General Assembly in 1966 provided vesting of the member's share of the State's pension reserve, as well as his own contributions and interest, after 5 years of creditable service, should the member leave his teaching position in Maryland. A deferred retirement allowance, based on the vested credit, will be paid to the ex-member,

beginning at age 60. The allowance would be 1/60 of average final compensation for each year of credit.

ORDINARY DISABILITY

In order to qualify for an ordinary disability retirement allowance, you must have five or more years of creditable service, be under age 60, and be permanently incapacitated for further employment through mental or physical reasons.

The allowance equals 1/60 of average compensation for each year of creditable service, with a possible minimum of 1/4 of average final compensation.

ACCIDENTAL DISABILITY

In order to qualify for an accidental disability retirement, you must be under age 60, and be permanently and totally incapacitated for further employment through mental or physical reasons resulting from an accident occuring in the actual performance of duty, without willful negligence on you part.

The allowance is equal to two-thirds of the average final compensation plus an Annuity derived from the accumulated contributions and interest. The total allowance cannot exceed the average final compensation.

The options are also applicable to disability retirements.

DEATH BENEFIT

Should a member, who is not eligible to retire, die in active service, there is paid to his beneficiary or to his estate his accumulated contributions, with interest, and if the member has had one or more years of creditable service, there is paid, in addition, a lump-sum amount equal to 100 per cent of his average final compensation. If the member was eligible to retire, or had at least 15 years of service and was age 55, and named his spouse as the sole primary beneficiary, the spouse will receive a monthly allowance for life under Option 2, or in lieu of this, the spouse may elect within 60 days after death of the member, to receive the lump-sum death benefit payment.

In addition to benefits explained in this booklet, you may also be entitled to Social Security benefits. Apply at your nearest Social Security office.

TEACHER'S RETIREMENT SYSTEM OF THE STATE OF MARYLAND
TAX-SHELTERED ANNUITIES
C. G. Christis

Several years ago, Congress amended the Internal Revenue Code, to provide for employees of public school systems certain favorable income tax treatment through tax-sheltered annuities.

Tax-sheltering is a method of deferring taxes on current annuity contributions to retirement when the annuity is received as income.

If the employer, a Board of Education, State College or University, decides to make these annuities available to his employees, he may purchase annuities for them. If the employee desires, he may request that the annuity be purchased and that the premiums be paid either by a reduction in salary or by a diversion of an increase in salary for this purpose.

The federal law requires that the premiums for tax-sheltered annuities be purchased by the employer even though the cost of the premiums is borne by the employee.

So long as each year's premium towards the annuity does not exceed the employee's annual exclusion allowance, he need not report for tax purposes the premiums as current income.

For all practical purposes, the exclusion allowance is equal to 16-2/3% of the gross compensation, multiplied by the years of service in the State School System, and reduced by the total tax-exempt premiums which the employer paid in the employee's behalf in prior years, and further reduced by the amounts contributed by the employer towards his regular pension.

EXAMPLE:

Mr. Jones is in his first year of State service and earns $7,000 in the 1966 year. His employer wishes to purchase a tax-sheltered annuity for him and to pay the maximum annual premium without the payments exceeding Mr. Jones' exclusion allowance.

1966	
$7,000.00	Annual Salary
X 16.67	Multiplier
$1,166.90	
X 1	Years of service
$1,166.90*	Maximum amount which may be excluded by Mr. Jones

1967	
$7,200.00	Annual salary
X 16.67	Multiplier
$1,200.24	
X 2	Years of service
$2,400.43	
-1,166.90	Amount excluded in previous years
$1,233.58 *	Maximum amount which may be excluded by Mr. Jones

* These amounts would be further reduced by the State's contribution to the Retirement System in accordance with Internal Revenue Service regulations.

Retirement contributions, Social Security Taxes and State Income Taxes will continue to be made on gross salary before reduction is made for tax-sheltered annuity premiums.

The obvious advantage of the tax-sheltered annuity is that of reducing federal income taxes during the period when the employee's tax rate is highest. Later when he receives the annuity, his tax rate will usually be lower due to lower gross income after retirement and the more favorable exemptions after age 65. The tax saving will result in lowering the cost of the annuity purchased. The savings will go into an annuity for the employee instead of the general funds of the federal government. It is also possible that married women employees whose husbands have substantial income, may find these annuities a good way to reduce taxes on their combined income.

During the 1965 Session of the General Assembly, House Bill 136 was enacted which permits the Maryland State Teachers' Retirement System to act as a carrier for tax-sheltered annuities. The most obvious advantage to the Maryland teacher purchasing a tax-sheltered annuity from the retirement system is that he should get more for his money than if he purchased an annuity through a commercial carrier. The retirement system does not have loading charges against an account as commercial carriers do such as the 1% premium tax. There are no commissions to pay, no profits to make.

The following shows some premium accumulations and what they will buy through the retirement system.

Annuities Payable Through the Retirement System

Annuities Currently Payable at Age 65 for $100 Per Year Contribution

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Age	Number of Contract Years	Total Contributions (4%) *	Maximum Annuity Per Month Male	Maximum Annuity Per Month Female	Option 1 or 4 Annuity ** Male	Option 1 or 4 Annuity ** Female
20	45	$12,284.47	$108.82	$92.74	$86.61	$76.40
25	40	9,645.09	85.44	72.82	68.00	59.99
30	35	7,475.70	66.23	56.44	52.71	46.50
35	30	5,692.62	50.43	42.98	40.14	35.41
40	25	4,227.06	37.45	31.91	29.81	26.29
45	20	3,022.48	26.78	22.82	21.31	18.80
50	15	2,032.40	18.00	15.34	14.33	12.64
55	10	1,218.62	10.00	9.20	8.60	7.58
60	5	549.75	4.87	4.15	3.88	3.42

Monthly Income Provided by Each $1,000 of Contribution
and Interest on Deposit at Time of Retirement

In case the employee's rate of contribution changes or the plan is interrupted, the following table indicates the amount of the monthly payment.

	Maximum Annuity Male	Maximum Annuity Female	Option 1 or 4 Annuity Male	Option 1 or 4 Annuity Female	Option 2 ***	Option 3 ***
Age 60	$ 7.65	$6.67	$6.35	$5.68	$5.49	$6.39
Age 65	8.86	7.55	7.05	6.22	6.07	7.21
Age 70	10.57	8.77	7.97	6.91	6.88	8.34

* Contributions are credited with 4% interest compounded annually.

** Similar to Options 1 and 4 of the Retirement System, in which the remainder of the reserves not paid out at death is paid to a beneficiary.

*** Examples are of male retirees with female beneficiaries 5 years younger than the retiree.

TAX-DEFERRED ANNUITY QUESTIONNAIRE

Mr. C. G. Christis, Director
State Retirement Systems of the State of Maryland
301 West Preston Street
Baltimore, Maryland 21201

Dear Mr. Christis:

I would appreciate answers to the following question relative to Tax-Deferred Annuities as offered by the Retirement Systems of the State of Maryland.

Question:

What is the maximum amount of salary that can be diverted into a Tax-Deferred Annuity during the 19__ calendar year?

My present annual contract salary is $

My years employed in the State School Systems while a member of the

_____

Employees' or Teachers'
Retirement System.

The amount I have previously contributed to a Tax-Sheltered Annuity Plan $ _____.

_____

Signature of Employee

_____

Street Address or
Post Office Box

_____

Town or City, State, Zip Code

TEACHERS' RETIREMENT SYSTEM OF THE STATE OF MARYLAND

EMPLOYER RESOLUTION

WHEREAS, The _____ (NAME OF EMPLOYER) _____ has determined that it is in its best interest that a nonforfeitable annuity contract be made available to its teachers; and

WHEREAS, It is considered appropriate that the teachers be given the election as to whether to receive said annuity contract, and by exercising said election agree to accept a reduction in salary equal to the contribution of the _____ (NAME OF EMPLOYER) _____ for the purchase of said annuity contract; now therefore be it

RESOLVED, That each teacher of the (NAME OF EMPLOYER) be given the privilege of entering into an amendment to his or her existing contract

reflecting a reduction in the salary of the teacher for the contract term, and that for those teachers who elect to accept such reduction in salary the (NAME OF EMPLOYER) apply for a nonforfeitable annuity contract and purchase same for the benefit of said teacher; that the contribution of said (NAME OF EMPLOYER) for the purchase of said annuity contract from the Teachers' Retirement System of the State of Maryland be in an amount equal to the reduction in salary voluntarily agreed to by the teacher.

Signed: _____ Date: _____

Title

Subscribed and sworn to before me this the _____ day of _____, 19____

_____
(Notary Public)

My commission expires:

SEAL

TEACHERS' RETIREMENT SYSTEM OF THE STATE OF MARYLAND

AMENDMENT OF EMPLOYMENT CONTRACT

The undersigned hereby agree to amend as follows the Employment Contract between the undersigned Parties for the 19__ -19__ school year so the teacher may obtain the benefit of Section 403(b) of the Internal Revenue Code of 1954, as amended in 1958, and in 1961.

1. The annual cash salary to be paid the teacher by (NAME OF EMPLOYER) shall be in the sum of $ _____.
2. The (NAME OF EMPLOYER) shall deposit sums resulting from this salary reduction with the Teachers' Retirement System of the State of Maryland as provided in Section 116 (1) (d) of the rules and regulations governing the operation of the Teachers' Retirement System for the purpose of purchasing a nonforfeitable annuity for the undersigned teacher and pay premiums at the rate of $_____ (monthly, quarterly, semi-annually, annually – *mark out all but one*) in which the undersigned teacher shall be named as owner and which will provide him a monthly income for life except that an

expense charge for the administration of said annuity will be deducted each year from the teacher's account.

The undersigned teacher releases all rights, present or future, to receive payment in any other form of the said sum of $_____ (monthly, quarterly, semi-annually, annually – *mark out all but one*) except (1) the right of the teacher's estate upon his death or (2) the right personally upon termination of employment by reason other than death, to receive all or any parts of the amount herein specified for which services have been rendered but which has not been applied to the payment of annuity premiums. In any event, an expense charge for the administration of said sums will be deducted prior to any payment described herein.

IN WITNESS WHEREOF we have hereunto subscribed our hands this _____ day of _____, A.D., 19___.

Employer

By: _____ _____

Teacher

Title: _____

Appendix M

MEDICAL DEDUCTIONS

The new semi-monthly payroll deducation rate for Active Employees after State subsidy for all coverage effective July 1, 1970 is:

Type of Coverage	Primary	Intermediate Option	High Option
Employee Only	$ 1.69	$ 2.06	$ 3.15
Employee and Children	$ 7.15	$ 7.83	$10.48
Employee and Spouse	$ 9.05	$ 9.79	$13.52
Employee, Spouse and Children	$10.28	$11.14	$15.88
Employee with Blue Cross-Blue Shield 65	– 0 –	– 0 –	Not Applicable *
Employee under 65 and Spouse with Blue Cross-Blue Shield 65	$ 3.72	$ 4.32	$ 5.27
Employee under 65 and Spouse with Blue Cross-Blue Shield 65 and Children	$ 9.57	$10.54	$13.01
Employee with Blue Cross-Blue Shield 65 and Spouse under 65	$ 6.64	$ 7.24	$ 9.74
Employee with Blue Cross-Blue Shield 65 and Children	$ 4.91	$ 5.64	$ 6.97
Employee and Spouse with Blue Cross-Blue Shield 65 and Children	$ 6.94	$ 7.89	$ 9.09
Employee with Blue Cross-Blue Shield 65, Spouse under 65 and Children	$ 9.57	$10.54	$13.01
Employee and Spouse both with Blue Cross-Blue Shield 65	$ 1.31	$ 1.75	Not Applicable *

* Not applicable because of coverage already provided under Medicare and Blue Cross-Blue Shield 65 included in Primary and Intermediate Programs

Appendix N

BOARD OF TRUSTEES
OF THE MARYLAND STATE COLLEGES

PROCEDURES FOR PROCESSING SPECIAL GRANT PROJECTS

The procedures as indicated below henceforth shall govern the processing of grants or funds received by the State colleges to support college-conducted activities that are not a part of the approved operating budget.

1. Procedure to follow when the college initially plans to request a grant or funds for a project or activity which has academic program implications (i.e., initiation of new programs, expansion of an existing program, etc.)

   a. The president of the college shall submit a letter to the executive director informing him of the college's intent to apply for a grant or funds. The following documentation shall be included with the letter:

      (1) Reference to the specific governmental act or grantor's policy governing awarding of grants (i.e., grantor's funds only involved; matching State funds involved; or combination of the above involved).

      (2) One copy of the proposal synopsis which the college plans to submit to the grantor. The following minimal information should be contained in the synopsis: purpose; duration of grant; number of personnel involved; facilities to be utilized; other pertinent data as appropriate.

      (3) One copy of the proposed budget which the college plans to submit to the grantor to support the project.

   b. This office shall forward the proposal to the appropriate standing committee of the Board.

   c. The college shall be notified of the committee's decision and, if the decision is favorable, the college shall then be authorized to proceed with the formal application.

2. In numerous instances, the college may wish to request a grant or funds for a project or activity which has no academic program implications. In such instances, the procedures as outlined in Section 1 above do not apply and the college shall then be governed by the procedures as outlined in Section 3 below.

3. Procedure to follow prior to the college receiving a grant or gift regardless of whether or not the grant or gift is used to fund a project or activity falling under the purview of Section 1 or of Section 2 above:

   a. The president of the college shall submit a letter to the executive director requesting the Governor's approval to accept the grant or gift. Approval of the Governor must be obtained for the college to accept any funds which have not been appropriated in the approved budget of the college. The following documentation shall be included with the letter:

      (1) Reference to the specific governmental act or grantor's policy governing awarding of grants (i.e., grantor's funds only involved; matching State funds involved; or combination of the above involved).

      (2) Five copies of the program as approved by the grantor concerned.

      (3) Five copies of the budget as approved by the grantor concerned.

      (4) Five copies of the letter from the grantor informing the college of the grant or gift.

   b. This office shall forward the request to the Governor for his approval.

   c. The college shall be notified of the Governor's decision and, if the decision is favorable, the college shall then be authorized to accept the grant or gift.

   d. Within *one week* of the college having been notified that the Governor has approved the college's accepting the grant or gift, *the college shall submit a budget amendment* amending the grant or gift funds only if said funds are to be expended within the operating budget. No budget amendment is required if the grant or gift funds

are not to be expended within the operating budget.

e. Separate accounting records shall be established for each grant to account for expenditures authorized by the grant budget.

4. The criteria for determining whether the grant or gift funds should be deposited to a federal fund or to a special fund account shall be as follows:

a. The contract:

(1) If the contract is made directly between the college and an agency of the federal government, it is a federal project and the funds received by the college shall be deposited to a federal fund account.

(2) If the contract is made between the college and persons or an agency other than the federal government, even though the agency with whom the contract is made is using federal money to support the contract obligation, the funds received by the college shall be deposited to a special fund account. (For example, in the event of a contract being signed between the Baltimore City Public Schools and a State college for that college to conduct a project such as "Head Start", the funds allocated by Baltimore City would be considered by the college as special funds even though the City is using federal funds to support the Project.)

b. The check source:

(1) If a check, made payable to the college for a project, is drawn on the federal government, it shall be deposited to a federal fund account.

(2) Checks not drawn on the federal government shall be deposited to a special fund account.

Date: _____

SALISBURY STATE COLLEGE
Salisbury, Maryland
MAINTENANCE ORDER
(Submit separate request for each job in Triplicate)

Requested by: _____ Requested completion date and time:
Name

_____ _____
Department Month Day Hour

Authorization: _____

Job Description: _____

_____

_____

_____

_____

FOR MAINTENANCE DEPARTMENT:

Disposition: _____

_____

Completed by: _____
Name Date Time

(RETURN WHITE COPY TO INITIATING DEPARTMENT AFTER COMPLETION OF WORK)

IF UNABLE TO COMPLY WITH REQUEST — Return Form to Initiating Department with appropriate comment:

Cannot comply by requested date _____ COMMENTS: _____

Will comply by _____ _____

Will need additional information _____ _____

Appendix O

Appendix P

BLACKWELL LIBRARY

The library houses a collection of 125,000 books, and subscribes to 1,000 periodicals.

In addition, the library has special resource areas including – the U. S. Government Documents, a Curriculum Laboratory, a Juvenile books collection, and the Maryland Room.

The library has a substantial micromedia collection, including such materials as ERIC on microfiche, and the New York Times and Baltimore Sun on microfilm.

Books for general circulation are loaned for four weeks. Faculty may borrow materials on a semester loan basis, subject to recall upon borrower request.

At the request of the faculty, materials for required course assignments are placed on reserve at the Circulation Desk. Faculty must notify the library in advance of intended reserves.

The library also houses and lends audio-visual materials such as filmstrips, phono-records, mounted pictures, clippings, etc., primarily for the use of practice teachers.

The library has a coin-operated Xerox copier for use in copying personal and library materials at a cost of 10 cents per page. Official copying is done at the Central Services area.

CARUTHERS HALL

This building houses the office of Summer School and Extension, the Director of Special Student Recruitment and Financial Aid, and the Director of Admissions. In addition, there are several classrooms, faculty offices, and an auditorium seating 250.

DEVILBISS SCIENCE HALL

Devilbiss Science Hall is the major classroom building on the campus, housing the language laboratory, and laboratories for geography, biological sciences, chemistry, physics and physical science as well as 24 classrooms,

24 faculty offices, and a lecture hall seating 224 students.

HOLLOWAY HALL

The oldest building on campus, Holloway Hall houses the offices of the President, the Academic Dean and the Associate Academic Dean, the Registrar, Dean of Students, Business Office, the Data-Processing Center, offices for the Student Government Association, campus publications, Alumni Association, faculty offices and classrooms.

Also located in Holloway Hall are the Social Room (where most receptions are held) and The College Gallery and 850-seat auditorium.

MEMORIAL STUDENT UNION

This building is centrally located, and it contains the main dining hall, The College Snack Bar, The College Bookstore, The College Post Office, The Gold Room (which is used as a faculty dining room and for student organization meetings). A lounge area contains a piano, Hi-fi set and television. The building is managed by an Advisory Board appointed by the SGA and composed of students and administrative personnel and is supervised by the Director of the Student Union, whose office is located in Choptank Hall.

MUSICAL ARTS CENTER

The Musical Arts Center houses the Music Department and contains faculty offices, practice rooms, classrooms and a large rehearsal and performance hall.

RESIDENCE HALL AREA

Located on the southern part of the campus, the dormitory area is the site of Wicomico, a residence for men; Pocomoke, Manokin, and Nanticoke, residences for women, and new residence halls, Choptank Hall and Chester Hall which will be co-ed.

TAWES GYMNASIUM

This large well-lighted gymnasium which is used by both men and women has a seating capacity of 1000 and houses faculty offices, two classrooms, first-aid and training room (with hydro-therapy equipment) weight-training room, dance and corrective room.

Appendix Q

GAD Form R. 5

STATE OF MARYLAND EXPENSE ACCOUNT

For Agency Use Only	
Program and Item Number	AMOUNT

Department _____

Unit or Division _____

Agency Code _____

Employee Name and Address _____

PLEASE PRINT OR TYPE

For Period Beginning _____ And Ending _____

Date / Day	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTALS
Hotel Room								
Breakfast								
Lunch								
Dinner								
Telephone								
Fare (Indicate below)								
Taxi								
Bridge or Road Tolls								
Mileage * (See Below)								
Parking								
Registration Fee								
Totals								

Method of Travel: Plane ☐ Railroad ☐ Bus ☐ Other _____ SPECIFY

Purpose of Travel: _____

Date / Day	Time Start	Time End	TERRITORY COVERED INCLUDING ABOVE EXPENSES	*NUMBER OF MILES
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

Date _____

Certified just and correct and payment not received _____
Signature of employee

Approved by _____
Immediate Supervisor

Approved by _____
Further Approval Signature

Title _____

OVER

Appendix R

OUT-OF-SCHEDULE REQUISITION

MAKE SEPARATE REQUISITION FOR EACH DIFFERENT CLASSIFICATION AS LISTED IN SECTION TWO OF ALPHABETICAL INDEX OF COMMODITIES.

DISTRIBUTION: SEND FIRST THREE COPIES TO DEPT. OF GENERAL SERVICES, PURCHASING BUREAU, 301 W. PRESTON ST., BALTIMORE, MD. 21201

NOTE: IF FUNDS HAVE NOT BEEN PROVIDED, SEND TO BUDGET BUREAU.

DATE _____

P.B.# _____

U.A.# _____

BILL TO:

SHIP TO:

COMMODITY CLASS _____

ITEM	QUANTITY	UNIT	DESCRIPTION OF COMMODITY – ESTIMATED COST – SUGGESTED SOURCE, ETC.

THIS SECTION FOR USING AGENCY USE ONLY

FUND	UNIT	PROG.	OBJECT / SUBOBJ.	ACT. / ID	REV. SOURCE	AMOUNT ENCUMBERED

APPROVED SIGNATURES

SIGNATURE AND TITLE

SIGNATURE AND TITLE

SIGNATURE AND TITLE

SIGNATURE AND TITLE

ACCOUNTANT CERTIFICATION

THE UNDERSIGNED HEREBY CERTIFIES THAT SUFFICIENT FUNDS ARE AVAILABLE AND HAVE [ ] HAVE NOT BEEN PROVIDED IN THIS BUDGET FOR THE ARTICLES REQUISITIONED HEREIN AND THAT ARTICLES LISTED ARE FOR STATE USE.

APPROPRIATION CODE _____

SIGNATURE

THIS REQUISITION IS AUTHORIZED BY

SIGNATURE AND TITLE

PB 100 (Rev. 3/74)

PURCHASING BUREAU

Appendix S

GUIDELINES FOR CHAIRMAN'S EVALUATION OF FACULTY

The form for evaluation of faculty is intended to serve the faculty member his or her immediate supervisor, and all higher levels of administration that guide the vaculty member or make decisions regarding rewards, promotions or termination of employment.

Specify basis for judgment, e.g., observation, student evaluation, self evaluation, peer evaluation, other:

A. The special services expected, if any.

B. The teaching function (normal contract obligation)

1. Preparation (any preparation which enhances classroom teaching)
2. Ability to transmit subject (made interesting, clearly explained, etc.)
3. Activity in professional field (any professional activity outside the classroom which enhances teaching)
4. Courses, credit hours, overload, etc. (see attached form)
5. Other

C. Additional teaching responsibilities (summer school, short courses, off-campus teaching for other institutions, etc.)

D. Participation in Departmental and/or Professional Activities.

1. Nature
2. Cooperation in necessary administrative work
3. Student involvement outside the classroom

E. Research and/or Publication

F. Participation in the life and/or affairs of the college (all extra-departmental participation)

G. Strengths or weaknesses not otherwise covered

H. Conclusions and Recommendations

It is expected that the Department Chairmen will make available for review by the faculty member the information included in the evaluation.

ITEM #4

GUIDELINES FOR CHAIRMAN'S EVALUATION OF FACULTY

year _____

	Courses (department number, section)	credit hours	lab hours	contact hours	number of students	student credit hours	student contact hours	independent study	internships	overload hours	overload pay
first semester											
	sub-totals										
second semester											
	sub-totals										
	TOTALS										

FACULTY MEMBER _____

CHAIRMAN _____

Appendix T

SALISBURY STATE COLLEGE

STATE PERSONNEL RECORD

Record correct to:

Department .....

Date and rank of original appointment .....

Advancement (date and rank) .....

I PERSONAL INFORMATION (Please print or type)

Name ..... Social Security No. .....

Local Address ..... Telephone Number .....

Permanent Address .....

Summer Address .....

Birthdate ..... Place of birth .....

Married ..... Single .....

Children, names and ages .....

Name, address of nearest relative (for communication purposes) .....

II EDUCATION: Secondary

School	City	From	To	Diploma (date)

Undergraduate

College	From	To	Major Subject	Minor Subjects

Degree ..... College ..... Date .....

Degree ..... College ..... Date .....

Graduate or Professional

College	From	To	Major Subject	Minor Subjects

First Graduate Degree ..... University ..... Date .....

Thesis title .....

Min. ..... Printed ..... Abstract ..... Date .....

Publisher ..... Where Available .....

Second Graduate Degree ..... University ..... Date .....

Dissertation Title .....

Min ..... Printed ..... Abstract ..... Date .....

Publisher ..... Where available .....

Scholastic honors (prizes, honorary societies, fellowships):

.....

.....

.....

III. EXPERIENCE

Academic Teaching

Institution	Rank	Dates	Subjects Taught

Academic Administration

Institution	Position	Dates

Other Experience: Non-academic, professional or business

.....

.....

.....

.....

.....

IV. SALISBURY STATE COLLEGE SERVICE

Faculty and Administrative, Committees	From	To

V. MEMBERSHIP IN LEARNED OR PROFESSIONAL SOCIETIES

Name of Society	Date of Entrance
Offices held	Date
Papers read (title and occasion)	Date

VI. PUBLICATIONS

Books (title, publisher, date)

Articles (title, journal, date)

VII. RESEARCH ACHIEVEMENTS (in progress or not covered under V and VI.)

Public Service (national, state, local — please describe)

.....

.....

.....

.....

.....

.....

Military (branch of service, rank, and theatre of service)

.....

.....

.....

Leaves of Absence

From	To	Purpose
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

VIII. REFERENCES

.....

.....

.....

.....

IX. Foreign Travel and/or Study:

X. ADDENDUM

Signed: .....

Date: .....

Appendix U

ACCOUNT NO. | CODE | DEPARTMENT

Salisbury State College
P. O. BOX 2195
SALISBURY, MARYLAND, 21801

PURCHASE ORDER
No. B- 1338
This number must appear on all invoices, packing lists, labels and correspondence.

Submit All Invoices To Purchasing Department At Above Address

TO

DATE _____
REQUISITION NO. _____
NEEDED BY _____
SHIP BY _____
TAX EXEMPTION NO. 25-

THIS ORDER GOOD ONLY IF TOTAL AMOUNT IS UNDER $100.00.

ALL PRICES ARE F.O.B. DESTINATION

SALISBURY STATE COLLEGE

COUNTERSIGNED BY

DIRECTOR OF BUSINESS AND FINANCIAL SERVICES

VENDOR

Appendix V

EXECUTIVE ORDER

CODE OF ETHICS
for Executive Branch Officers and Employees

Whereas, The General Assembly by Section 14A of Article 41 of the Maryland Code, Effective July 1, 1969, directed the Governor or Maryland to promulgate rules and regulations establishing a Code of Ethics for all executive branch officers and employees in the area of possible conflict between their private interests and official duties as State employees; and

Whereas, pursuant to that resolution the Governor appointed a committee, chaired by Judge Reuben Oppenheimer, to study and make recommendations with respect to the provisions of such a Code; and

Whereas, said committee has issued a comprehensive report setting forth their recommendations for such a Code of Ethics and giving reasons for the various provisions thereof; and

Whereas, in accordance with the recommendations of said Committee, The General Assembly in the 1969 session enacted Senate Bill 681, amending Article 19A of the Maryland Code to make it a crime for executive branch officers and employees to participate in transactions between the State and entities in which they, or members of their families, possess financial interests as defined in said bill;

NOW THEREFORE, I, MARVIN MANDEL, GOVERNOR OF THE STATE OF MARYLAND, BY VIRTUE OF THE AUTHORITY VESTED IN ME AS GOVERNOR AND BY SECTION 14A OF ARTICLE 41 OF THE ANNOTATED CODE OF MARYLAND (1957 EDITION, 1968 SUPPLEMENT) HEREBY PROMULGATE THE FOLLOWING CODE OF ETHICS, EFFECTIVE IMMEDIATELY, APPLICABLE TO ALL OFFICERS AND EMPLOYEES OF THE EXECUTIVE BRANCH OF THE STATE GOVERNMENT.

Article I.

Declaration of Policy

State officers and employees are responsible to all of the people of the State and not to any favored segment or group. The business and affairs of the State must be conducted in such an impartial manner that all persons understand that no State officer or employee can be improperly influenced. State officers and employees must avoid all situations where prejudice, bias, or opportunity for personal gain could influence their decisions. They must equally avoid circumstances suggesting that favoritism or personal gain is a motivating force in the conduct of State Government.

It is the intent of this Code to set forth the minimum ethical standards to be followed by officers and employees of the executive branch of the government. These standards are intended not only to require officers and employees to avoid activities that might result in using a public office or employment for private gain or the giving of favored treatment to any organization or person but also to maintain public confidence in the executive branch by prohibiting activities that might permit opportunity for personal gain or personal preference to influence decisions. The objectives are to maintain an impartial administration of the state government and to maintain public confidence in government.

Article II.

Definitions

1. "Agency" means any principal department, agency, commission, bureau, authority, or other instrumentality of the executive branch of the State of Maryland whose officers or employees are covered by the provisions of this Code of Ethics pursuant to Article V hereof.

2. "Agency head" means the chairman or the chief executive officer or administrative officer of each of the State agencies.

3. "Assist" means to act, or offer or agree to act, in such a way as to help, aid, advise, furnish information to, or otherwise provide assistance to another person believing that such action is of help, aid, advice, or assistance to such a person and intending so to assist such person.

4. "Confidential information" means material or significant information received by an officer or employee by reason of or in the course of his relationship with an agency which is not intended at the time received to be made public and as to which the officer or employee is bound to act for the benefit of the agency and not for his own benefit.

5. "Entity" means any individual, partnership, association, corporation, firm, institute, trust, foundation, or other organization (other than the State or an agency thereof) whether or not operated for profit.

6. "Financial interest" means (a) ownership of more than three per cent (3%) of the invested capital or capital stock of any entity, (b) ownership securities or obligations of any type which are or may become equivalent to or convertible into ownership of more than three per cent (3%) of the invested capital or capital stock of any entity, or (c) ownership of any interest or involvement in any relationship from or as a result of which the owner has, within the past three years, received, or is presently or in the future entitled to receive more than one thousand dollars ($1,000) per year.

7. "Direct financial interest" means a financial interest owned or possessed by an officer or employee, his spouse, child, parent, brother, or sister.

8. "Participate", in connection with a transaction involving the State or transaction involving an agency, means to participate as a State officer or employee in any proceeding, decision, determination, finding, ruling, order, grant, payment, award, license, contract, transaction, sanction, or approval or the denial thereof, or failure to act with respect thereto, personally and substantially through approval, disapproval, decision, recommendation, the rendering of advice, investigation, or otherwise.

9. "Transaction involving the State" or "transaction involving the agency" means any proceeding, application, submission, request for ruling or other determination, contract, claim, case, or other such particular matter which the State officer or employee in question believes or has reason to believe (a) is one to which the State or an agency thereof is or will be a party, or (b) is one in which the State or an agency thereof has a direct and substantial proprietary interest.

Article III.

Standards of Ethical Conduct for State Officers and Employees

It shall be considered unethical for any State officer or employee:

1. To accept, seek, solicit, or take directly or indirectly, any gift or benefit of more than insignificant economic value, including money, any service, gratuity, fee, property, loan, promise, or anything else of more than insignificant economic value from or on behalf of any individual or entity who is doing or is seeking to do business of any kind with the State or whose activities are regulated or controlled in any way by the State, and the officer or employee has knowledge of such facts, under circumstances from which the officer or employee could reasonably have inferred that the gift or benefit was intended to influence such officer or employee in the performance of his official duties and under circumstances from which it is reasonable to assume that the officer or employee would be influenced in the performance of his official duties.

2. To disclose to any individual or entity for the officer's or employee's private gain or advantage, or for the private gain or advantage of another individual or entity, confidential information concerning the property, government, or affairs of the State.

3. To engage in outside employment which may frequently result in conflicts between the private interests of the officer or employee and his official State duties and responsibilities or which impairs or could reasonably be expected to impair his independence of judgment in the exercise of his official duties.

4. To use intentionally the prestige of a State office or employment for the officer's or employee's private gain or for the private gain of another.

5. To assist another individual or entity for compensation or to represent another individual or entity as agent or attorney, whether or not for compensation, in any transaction involving the agency of which he is an officer or employee or in any transaction involving the State which results in a conflict or could reasonably be expected to result in a conflict between the private interests of the officer or employee and his official State duties and responsibilities, or to accept a portion of any fee received by another individual or entity for assistance which such officer or employee would be prohibited from rendering by this section.

Nothing in this section shall prevent an officer or employee from assisting (a) his parent, spouse, or child or (b) any individual or entity for whom he is serving as guardian, executor, administrator, trustee, or other personal fiduciary in a transaction involving the State except in transactions in which he has participated or over which he has official responsibility and provided that the circumstances of such assistance shall have been disclosed to the officer's or employee's agency head and approved by him in advance of such assistance or (c) any member of the public when it is part of his official duties to do so.

6. To participate in a transaction involving the State in which an officer or employee has a direct financial interest or to participate in a transaction involving the State to which, to his knowledge, any of the following is a party:

(a) any entity in which he has a direct financial interest of which he may reasonably be expected to know;

(b) any entity of which he is an officer, director, trustee, partner, or employee;

(c) any entity with which he is negotiating or has any arrangement concerning prospective employment;

(d) any entity which is a party to an existing contract with such officer or employee where such contract when viewed in light of his participation in the transaction results in a conflict or could reasonably be expected to result in a conflict between the private interests of the officer or employee and his official State duties;

(e) any entity, either engaged in a transaction involving the State or subject to regulation by the agency of which he is an officer or employee, in which a direct financial interest is owned by another entity in which the officer or employee has a direct financial interest;

(f) any entity which is a creditor or obligee of such State officer or employee with respect to a thing of economic value and which, by reason therefor, is in a position to affect directly and substantially such officer's or employee's economic interest.

The Board of Ethics may by written order suspend the operation of this section, however, in whole or in part, as to any particular State officer or

employee or class thereof with respect to any particular transaction or class of transactions involving the State, provided that said Board shall make a finding in writing, that under all the circumstances, the public welfare and interest in an officer's or employee's participation exceeds the public interest in his disqualification.

In any case where a State officer or employee must disqualify himself under the provisions of this section, he shall promptly notify his agency head, or, if he is an agency head notify his appointing authority, and make written disclosure of his financial interest to such agency head or appointing authority. A copy of such written disclosure shall be sent to the Board of Ethics. The agency head will thereupon relieve him of his duty and responsibility in the matter, unless the Board of Ethics makes a written determination that under the circumstances the public welfare and interest in the officer's or employee's participation exceeds the public interest in his disqualification and provided that the State officer or employee shall consent to such participation. A full statement of the pertinent facts and of the Board's determination of public welfare and interest under any provision of this section shall be kept on file by the Board and shall be a public record.

Nothing in this section shall preclude a State officer or employee from participating in (a) a contract with his agency for the rendering or furnishing of public utility services or any other service at a published rate established or authorized by any federal, state, county, or city regulatory agency where payments under the contract do not exceed $1,000 and where the services supplied are usual and necessary for the performance of the official duties of the State officer or employee, or (b) transactions involving the State with respect to the deposit of State monies in bank depositaries where a fixed formula is utilized to determine the percentage ratio of State monies to be deposited in any given bank and where the officer or employee does not participate in the fixing or amending of the formula.

Article IV.

Board of Ethics

A Board of Ethics is hereby established within the Department of Personnel of the State Government. It shall consist of nine members. One of the members shall be the Secretary of Personnel, ex officio. The other eight members shall be appointed by the Governor from the general public and shall be persons who are not subject to this Code of Ethics. The term

of each appointed member shall be four years or until a successor is appointed and takes office. Any appointed member of the Board shall be eligible for reappointment. Of the members first appointed, one member shall be appointed for one year, two members for two years, two members for three years, and two members for four years. The member appointed pursuant to the 1970 amendment to this Code shall be appointed for four years. One member shall be designated as chairman by the Governor and shall serve as such during his full term of office as a member. Five members of the Board shall constitute a quorum, regardless of vacancies, and the affirmative vote of at least five members shall be necessary for any action. Whenever the Secretary of Personnel is unable to attend a meeting of the Board, he may designate the Deputy Secretary of Personnel to attend in his place, and in such event the Deputy Secretary shall be regarded as a member of the Board for that meeting and shall be entitled to vote. Appointed members of the Board shall serve without compensation but shall be reimbursed for their actual expenses incurred in the performance of their duties. The Board, with the approval of the Secretary of Personnel and the Governor, may appoint a paid Executive Secretary at such salary as the Secretary of Personnel may determine.

The Board shall be subject to the authority of the Secretary of Personnel as set forth in Article 41, Sections 213-217, of the Annotated Code of Maryland or elsewhere in the laws of Maryland. Determinations of the Board with respect to administrative matters, including but not limited to employment and removal of personnel, procurement of supplies and equipment, and expenditures of money, shall be subject to the approval of the Secretary of Personnel as well as subject to all applicable laws of Maryland relating to such matters. The Secretary of Personnel shall be responsible for furnishing such administrative support as may be required for the performance of the Board's duties. Except in his capacity as one member of the Board, the Secretary of Personnel shall have no authority over the Board's exercise of its powers and duties as set forth below in this Article.

The powers and duties of the Board shall be as follows:

1. To recommend from time to time such orders, rules, regulations and changes, as it deems necessary and proper to supplement, administer, and implement or amend the provisions of this Code of Ethics, which recommendations, when approved by the Governor, shall become part of this Code of Ethics. A copy of any such orders, rules, and regulations, when adopted by the Governor, shall be filed with the Secretary of State as an amendment to this executive order.

2. To render advisory opinions to officers and employees of the State, or any agency thereof, with respect to any matter or transaction in which such officer or employee is involved concerning the applicability of this Code of Ethics. The Board shall publish such advisory opinions with such deletions as may be necessary to prevent disclosure of the officer or employee who may request such an opinion.

3. To investigate any alleged violation of said Code by an officer or employee where either the appointing authority for said officer or employee, or the officer or employee involved in the alleged violation shall request the Board to make such investigation. A written report of the results of the Board's investigation shall be submitted to the Governor, the office of the Secretary of Personnel, the appointing authority and the employee involved.

4. To investigate alleged violations of the Code of Ethics upon the written request of the Governor, the Secretary of Personnel, or the Attorney General, and to submit a written report to the requesting official.

5. To order that a hearing be held prior to rendering an opinion or report in any particular matter whenever the Board deems it appropriate for a hearing to be held or whenever a State officer or employee who may be substantially affected by the opinion or report in the matter requests a hearing. Such hearing may be held by the Board itself or by a hearing officer designated by the Chairman of the Board, whichever the Chairman deems appropriate in any particular instance. The Chairman may designate as a hearing officer any member of the Board, the Executive Secretary of the Board, or, with the approval of the Secretary of Personnel, any employee in the Department of Personnel. Whenever a hearing is conducted by a hearing officer instead of by the Board itself, the hearing officer must submit a written report of the hearing to the Board. The Board is authorized to promulgate further rules or regulations not inconsistent with this Code governing requests for hearings, conduct of hearings, reports of hearings, and any other matters in connection with such hearings.

6. Any opinion or report of the Board rendered pursuant to paragraphs 2, 3 or 4 of this Article, may be utilized as the basis for any administrative action appropriate under the circumstances in accordance with administrative procedures provided for by law.

7. Under no circumstances shall the Board of Ethics be empowered to take direct administrative action itself but rather its function shall be solely advisory and investigatory as provided for herein.*

* *Article IV in its present form, an amended and somewhat expanded version of the original Article IV, was promulgated by Executive order dated October 9, 1970.*

Article V.

Application

The standards of ethical conduct set forth in this Code of Ethics shall be applicable without exception to all part-time and full-time officers and employees in the executive branch of the State of Maryland whether or not they are members of the Merit System or exempt from the provisions of the Merit System.

All officers and employees who have been appointed by the Governor shall conform to these standards without further directive. All other officers and employees who serve under a State appointing authority which is appointed by the Governor shall comply with the agency code of ethics to be issued by such respective authorities as provided for in Article VI hereof. Failure to conform to the standards of ethical conduct so prescribed may lead to removal from office, termination of employment, or other action as the particular case may require.

Article VI.

Agency Codes of Ethics

Each appointing authority in the executive branch of the State government, which shall include all departments, commissions, boards, and authorities whose agency head or members are appointed by the Governor, is directed to adopt this Code of Ethics and to require all of its officers and employees to comply with the standards of ethical conduct prescribed herein. Each appointing authority shall submit a written report to the Governor describing the action that has been taken in promulgating the standards of ethical conduct set forth in this Code.

GIVEN Under My Hand and the Great Seal of the State of Maryland, in the City of Annapolis, this 4th Day of September, 1969

(signature)

MARVIN MANDEL
GOVERNOR OF MARYLAND

ATTEST:

(signature)

BLAIR LEE III
SECRETARY OF STATE

PRINT

CREDIT WITHOUT REGISTRATION

PRESS FIRMLY

SALISBURY STATE COLLEGE

REGISTRAR'S OFFICE

COLLEGE CREDIT WITHOUT FORMAL REGISTRATION

DATE	SOCIAL SECURITY NUMBER

NAME (Last) (First) (Middle) CLASSIFICATION

Student has satisfied the course requirement and degree credit is granted for	Course symbol and number	Title	Credit Hours

Knowledge Acquired By:

( ) Professional Experience ( ) Independent Study

( ) Study at Another Institution—Not Accepted As Transfer Credit

Course Knowledge Evaluated By:

( ) Written Examination ( ) C. L. E. P.

( ) Oral Examination ( ) A. P. P.

Recommended

Test Examiner OR Course Department Chairman

Approved

Academic Dean

INSTRUCTIONS:

I. C. L. E. P. and the Advanced Placement Program credit is handled by the Director of Counseling, who will file the forms with the Academic Dean and the Registrar's Office.

II. In other cases, the following procedure is to be used:

A. Consult with appropriate department chairman regarding the basis for awarding credit.

B. Secure the department chairman's recommendation attesting to proficiency in the subject area.

C. Secure the approval of the Academic Dean.

D. Deposit this form in the Registrar's Office.

DISTRIBUTION

1. Registrar 3. Academic Dean
2. Student 4. Adviser
5. Major Dept. Chairman

REGISTRAR		DATA:
Enter P. R.	Distribution	

115

121

Appendix W

Appendix X

SALISBURY STATE COLLEGE
Salisbury, Maryland 21801

DATE _____

TO: ACADEMIC DEAN'S OFFICE

FROM:

I HEREBY REQUEST A CHANGE OF ROOM FOR _____
Department Course No. Section

FROM ROOM _____ TO ROOM _____

REASON FOR CHANGE _____

_____

_____

_____

APPROVED _____

NOT APPROVED _____ DATE _____

Appendix Y

WITHDRAWAL
From College
Academic Dean's Office
Salisbury State College

DISTRIBUTION:

Copy 1.	Registrar
Copy 2.	Financial Services
Copy 3.	Computer Center
Copy 4.	Academic Dean
Copy 5.	Dean of Students
Copy 6.	Dept. Chairman
Copy 7.	Library
Copy 8.	Student

S. S. # _____—_____—_____

Name _____

Perm. Address _____

_____

_____

Date _____

Classification: _____

Semester 19 _____

(Check one)

Fall ☐
Spring ☐
Mini ☐
Summer I ☐
Summer II ☐

Undergraduate degree candidate summer only ☐

Check if applicable

Veteran ☐ Voc. Rehab. ☐
Soc. Sec. ☐ Scholarship
Finan. Aid ☐ Aid ☐

I have read the information on the back of this form and will comply with the directions.

_____
Signature of Student

Registrar _____

Effective Date _____

FRONT

WITHDRAWAL INFORMATION

Students withdrawing from Salisbury State College will be held responsible for financial obligations incurred while a student at Salisbury State College.

1. Please contact the Financial Services Office to arrange for payment of any outstanding debts.
2. Please make sure that all material on loan from the Library is returned.
3. If you have financial aid in the form of scholarships, grants, loan and/or student employment, please complete the necessary forms in the Financial Aid Office before leaving campus.
4. If you reside in the dormitories, please check out with the Housing Office.
5. You must return your meal card to the Food Service Department, or you will be billed for the entire semester.

The official date of withdrawal will be the date this form is received by the Registrar's Office. Refunds or billing will be made relative to this date in accordance with official College policy, as specified in the College catalogue.

BACK

Appendix Z

SALISBURY STATE COLLEGE

REQUEST FOR TUITION WAIVER

Date: _____

Semester/Year _____

Student Name

Social Security No. - -

Student Address

☐ Undergraduate ☐ Day Program

☐ Graduate ☐ Evening Program

Parent or Spouse Name (if applicable)

☐ Special (part time) ☐ Summer Session

Department

Check Undergraduate or Graduate only if matriculated or admitted to the College of Graduate studies

Course Number	Course Title	Credit Hours	Meeting Times

For faculty and staff members:

I agree to make up any work time lost by attending courses during working hours. (Luncheon hour may not be schedule for course attendance.)

Signature _____

For Senior Citizens:

I certify that I am at least sixty years of age and retired, and that my chief source of income is derived from retirement benefits, and that I am not engaged in full time employment. (Note: Senior Citizens receive waiver of both tuition and fees.)

Signature _____

Originator	Date	Dean or Director	Date
Department Head	Date	President	Date

Distribution: Original - Financial Services Office, Copy - President, Copy - Registrar
Copy - Student

Appendix AA

ANNUAL REPORT OF FACULTY MEMBER

Salisbury State College — Academic Dean's Office

Faculty Member's Name		Rank	Department		
Period Covered From _____ To _____	Department Chairman's Initials		Date	Dean's Initials	Date

1. Courses Taught During The Fall Semester

Course No.	Title	Semester Hours	Contact Hours: Lecture	Contact Hours: Lab	Enrollment
	TOTAL				

2. Courses Taught During The Spring Semester

Course No.	Title	Semester Hours	Contact Hours: Lecture	Contact Hours: Lab	Enrollment
	TOTAL				

3. Honors received during year; positions held in professional societies; papers or books published; research completed (source, if published); addresses, speeches delivered; recitals; art shows:

4. Membership in professional societies:

5. Membership on college committees during year: (note if chairman)

6. Research in progress:

7. Other writing in progress:

8. Administrative duties:

9. Other duties or assignments:

10. Professional advancement: Recent institutes, courses, summer school attended:
(The school, courses, credits, etc.)

Appendix AB

Salisbury State College
Salisbury, Maryland

Request to Introduce New Course

A. Informational Data

Date _____

Name of Instructor requesting the Course _____

Department _____

Title and Catalog Description of the Course _____

_____

_____

_____

_____

_____

Semester Hours Credit _____

Course Level _____

Prerequisite (s) _____

Is the Course required of majors? _____

Is the Course recommended for graduate credit? _____

Date to be offered _____

Registrar's assigned number _____ Date _____

B. Substantive Data

1. Attach a tentative week-by-week syllabus, indicating:
   a. probable text (s)
   b. nature of materials to be discussed and studied in the course
   c. exercises, activities, and examinations for which students will be responsible in the course
2. State the rationale for the course, indicating:
   a. How the course relates to other courses in the department or to the department's direction
   b. How the course relates to the ittellectual growth of the student
3. List the qualifications of the instructor who will teach the couse.
4. Indicate materials, equipment requirements for the course, any audio-visual materials, and approximate costs.
5. Include a statement regarding the staffing or library implications of adding the course.
6. Include a statement reflecting a consultation with other departments and their offerings to insure that no unnecessary duplication of courses will occur if this course is adopted.

C. Procedural Data

Approved by the Department _____
(Give the results of your discussion and recommendations)

_____

_____

_____

_____

Date _____

Recommendation of the Department Chairman _____
(Give rationale of approval or disapproval)

_____

_____

_____

_____

Date _____

Recommendation of the Academic Dean _____
(Give rationale of approval or disapproval indicating the feasibility of financing and facilitating the course.)

_____

_____

_____

_____

_____

Date _____

Recommendation of the Academic Council _____
(Give rationale of approval or disapproval)

_____

_____

_____

_____

_____

Date _____

Appendix AD

SALISBURY STATE COLLEGE

REQUEST TO CHANGE NUMBER, TITLE, HOURS CREDIT, OR DESCRIPTION OF COURSE

DEPARTMENT _____ DATE _____

DESCRIPTION OF COURSE AT PRESENT	TO BE CHANGED TO
NUMBER _____	NUMBER _____
TITLE _____	TITLE _____
CREDIT _____	CREDIT _____
DESCRIPTION _____	DESCRIPTION _____

REASON FOR CHANGE _____

RECOMMENDATION OF DEPARTMENT _____

SIGNATURE OF DEPARTMENT CHAIRMAN _____ DATE _____

RECOMMENDATION OF ACADEMIC DEAN _____

SIGNATURE OF ACADEMIC DEAN _____ DATE _____

RECOMMENDATION OF ACADEMIC COUNCIL _____

SIGNATURE OF CHAIRMAN _____ DATE _____

January, 1973

Appendix AE

GAD Form X-3
Rev. 1/1/72

STATE OF MARYLAND
INDIVIDUAL REQUEST FOR OUT-OF-STATE TRAVEL

_____
(Agency)

Name of Official or Employee: _____

Title: _____

Destination: _____

Purpose of Travel: _____

_____

_____

Date: _____

Depart _____ Return _____

Method of Travel: State Car _____ Private Car _____ Bus _____

Train _____ Plane _____

Estimated Cost:

Registration Fees	_____
Lodging	_____
Meals	_____
Transportation	_____
Other	_____
Total	_____

I hereby recommend approval of travel requested herein, and certify that appropriated funds have been allowed therefor.

Date _____ _____
Secretary or Department Head

For travel outside the United States and its Territories and Canada, and for training purposes, the following must be completed.

Out-of-State Travel (Training Only) Approved: _____ Date _____
Secretary of Personnel

Out-of-State Travel Approved: _____ Date _____
Secretary of Budget and Fiscal Planning

(OVER)

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ADDENDUM TO

SALISBURY STATE COLLEGE

1974-75 FACULTY HANDBOOK

FOREWORD

Please refer to Table of Contents and Index in the supplement.

Any entry with an "a" subscript will be found in the supplement.

Entries without an "a" subscript will be found in the 1974-75 Faculty Handbook.

Office of Academic Dean

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HISTORY

See page 2. Addition: Master of Arts Degree in English was approved in 1974.

SICK LEAVE

Effective January 1, 1974, a faculty member shall be entitled to accumulate sick leave at the rate of one and one-half (1½) days per month from the start of employment, provided however that if any such personnel in any calendar year use less than the full amount of sick leave allowable, such unused leave shall be accumulated and shall be available to such personnel for sick leave at any time. Faculty members may not accumulate more than fifteen (15) days of sick leave per year.

Any exception to the above may be granted by the college president as is necessary in his judgment. Such exception must be reported by the college president in writing to the Board.

For any illness of three (3) or more consecutive working days or parts of three (3) or more consecutive working days, a faculty member shall submit a certificate signed by a duly licensed physician which authenticated the period of illness. The Board authorizes each president of a college to deduct from the salary check of any full-time faculty member who does not comply with this requirement an amount equivalent to such faculty member's compensation for the period of time for which he was absent from work. Prior to making such deduction, the president shall advise the faculty member in writing of his specific reasons for such action, the amount proposed to be deducted, and the faculty member shall have ten (10) days from the date of such notice in which to request

an opportunity to be heard by the president or his designee before such deduction is made.

A cumulative record of sick leave earned and utilized shall be maintained at each college for all faculty members.

Faculty members, upon termination of service with the State of Maryland other than by retirement, shall forfeit any accumulated sick leave. Upon termination by retirement, faculty members shall be entitled to have their accumulated sick leave added to their creditable service for the purpose of determining their retirement benefits. Final determination as to the appropriate amount of accumulated sick leave to be added to creditable service for the purpose of determining retirement benefits shall rest with the Secretary of the State Department of Personnel.

Nothing in the above shall cause any faculty member to lose any sick leave accumulated as of December 31, 1974. The maximum amount of accumulated sick leave which faculty members may carry forward into calendar year 1975 shall not exceed 125 days.

MATERNITY LEAVE

After the birth of the child, a faculty member may only charge six weeks to sick leave.

Faculty Recruitment

During the fall semester, the Academic Dean's Office notifies the departments of potential positions for the coming academic year. At that point, the department chairman, with the aid of the department, advertises the position and sets up a screening procedure for the selection of prime candidates. Departments are encouraged to interview at national conventions if available.

To comply with the regulations on Equal Opportunity/Affirmative Action, each candidate for the position must submit a Equal Opportunity/ Affirmative Action Employer form, see Appendix AG.

During the spring semester, the departments will be notified as to the availability of the position for the coming year. At that time the list of applicants is reduced to a few prime candidates. These candidates will be brought to campus for interviews. The final selection will be made by the department, Academic Dean, and President at which time the department chairman should submit an Affirmative Action Summary Sheet, see Appendix AH.

FACULTY TRAVEL AND RESEARCH

Faculty members are encouraged to attend professional meetings. Travel funds are available (see College Services).

Faculty members are also encouraged to do research and publish the results. Some financial aid is available through the Faculty Research Council.

Appendix D contains a letter to the faculty from Dean Erskine clarifying the administration's policy on professional activities/research.

GRADING SYSTEM

The following grades are used to indicate a student's achievement in individual courses:

A - Excellent. Denotes not only high achievement but also an unusual degree of intellectual initiative. The A grade is reserved for outstanding performance.

B - Very Good. Denotes a mark of distinction.

C - Satisfactory. Denotes that the student has a satisfactory understanding of the principles and techniques involved.

D - Passing. Denotes marginal attainment. The D grade indicates exposure to the principles and techniques involved.

N - No Credit. Denotes that the student did not complete course requirements.

I - Incomplete. Denotes non-completion of course material for reasons beyond the student's control. The I grade is permissible only on the basis of course deficiencies resulting from unavoidable circumstances. This symbol automatically becomes an N if the work is not made up prior to

midsemester of the next semester for which the student is enrolled.

PS - Pass. Denotes a passing grade (D or better) for courses taught or taken on a Pass-No Credit basis.

AU - Audit

A student has the opportunity to drop or add courses up to eight days following the first class meeting. Any course for which the student is registered at the end of the drop-add period shall become a part of the student's record. Following this drop-add period, the symbol N shall be recorded for any registered course in which the student withdraws, drops or otherwise fails to successfully complete.

The college seeks to encourage students to select courses from a broad variety of fields. During the junior and senior years, students may take certain non-required courses outside their major fields on a pass/no credit basis.* No General Education Requirement may be taken on a pass/no credit basis. The symbols PS and N, denoting credit and no credit, respectively, will be used for courses taken on the pass/no credit basis. A total of four courses may be taken under this arrangement and a maximum of one course per semester. If a junior or senior takes a course on a pass/no credit basis in a summer session it will apply toward the maximum total of four. At the time of registration, the student indicates what course he wishes to take on a pass/no credit basis. Changes of registration either to or from the pass/no credit system are permitted during an eight day period following the first class meeting.

* Exceptions are courses which are offered only on a credit/no credit basis.

COLLEGEWIDE WRITING REQUIREMENT

The faculty and administration of Salisbury State College believe that the ability to express ideas in a logical, organized, coherent, and convincing manner is an integral part of a liberal arts education. Students are expected to demonstrate this ability in the written assignments which they submit for courses throughout the College. Any student who does not demonstrate proficiency in writing may be required to develop his skills with the assistance of the staff of the Writing Center.

If an instructor believes that a student needs to improve his writing, he will inform the student and will send a notice (with a copy of the student's paper) to the Director of the Writing Center who will arrange a diagnostic session for the student. If the student's writing performance during this session is satisfactory, the instructor will be notified. If the results of the diagnostic session indicate that the student does need to improve his writing, however, the staff of the Writing Center will work with the student to prepare an individualized program of instruction. The student will not be able to enroll for the subsequent semester unless he is working in the Center to improve his writing; and he will not be able to graduate until he has completed the program (i.e., until he has demonstrated the level of competence required of students who successfully complete the freshman English course).

CREDIT HOUR REQUIREMENTS FOR GRADUATION

Native Students, i.e., students who have not transferred to Salisbury State College.

Other than specific requirements in a student's major field of study, the College requires the completion of 120 semester hours of course work with grades of A, B, C, D, or PS. All semester hours of D work applied to the 120 hours must be balanced by the same number of semester hours of B or better. However, the total number of semester hours of D earned at SSC applied toward the 120 hours shall not exceed one-eighth of the semester hours earned at SSC. (For example, a student who completes 120 semester hours at SSC may apply 15 semester hours of D toward the 120 hours while a student completing 60 semester hours of SSC could apply only 7 semester hours of D toward the 120 hours.) All programs leading to a Bachelor's Degree include the required number of semester hours in General Education Courses. A grade of D earned in any one of these courses shall satisfy that course requirement.

Transfer Students

Students who have transferred to Salisbury State College from accredited colleges and who have earned D grades in courses at their previous college(s) are eligible to receive credit toward graduation for their D's, provided they have not repeated these courses for credit. Once having matriculated at Salisbury State College, transfer students are considered under the policy of native students. (See above statement on "Native Students.")

MID-SEMESTER DEFICIENCY REPORTS

Students who are progressing unsatisfactorily or are deficient in any course at the end of the seventh week (approximately mid-semester) will be notified of their inadequate performance by the appropriate professor, who will also inform the Academic Dean's Office. Given this warning and

adequate time to take remedial steps, students are responsible for adjusting their study habits and/or seeking assistance and advice so that they can succeed in their academic programs.

ACADEMIC DISMISSAL

Full-Time Students

It is the College's desire to give all students the opportunity to receive a college education. However, when a student's performance is such that it adversely affects the College's ability to fulfill its responsibilities to other students, continuation must be denied.

Any student who earns twelve semester hours of A, B, C or PS credit per semester is eligible for continuation. A semester with fewer than twelve hours of A, B, C or PS credit is considered a "Deficient Semester."

Academic Dismissal occurs if:

The student earns fewer than three hours of A, B, C or PS credit the first semester at Salisbury State College; or
The students earns fewer than six hours of A, B, C or PS credit any succeeding semester, or
The student accumulates a total of three "Deficient Semesters."

Students who fail to meet the minimum requirements for continuation in college shall be academically dismissed. A student who is academically dismissed may petition the Office of the Academic Dean for readmission.

Special and Part-Time Students

Special and part-time students, who, in the judgment of the Academic Dean, are not making reasonable

progress in their studies at Salisbury State College shall be academically dismissed.

COURSE LOAD

A full-time student normally enrolls for 12 to 18 semester hours of course work. When a student enrolls for more than 18 semester hours, he is considered to be taking an overload.

GRADUATION WITH HONORS

To be eligible to receive a Bachelor's Degree with honors a student must have completed at least 60 semester hours at Salisbury State College. In addition, the College requires the completion of at least 35 semester hours of course work at the 300 or 400 level with grades of A, B, or C. To receive honors at graduation the student must have a cumulative grade point average as follows: SUMMA CUM LAUDE - 3.8, MAGNA CUM LAUDE - 3.6, CUM LAUDE - 3.3.

Grade point averages are computed on the basis of all A, B, C, and D grades in the student's undergraduate program at Salisbury State College, including all semester hours taken in excess of the 120 semester hours required for graduation.

GRADE POINT AVERAGE FOR GRADUATION HONORS

Under the provisions of the grading system at Salisbury State College, the grade point average is computed on the basis of courses in which a passing grade is earned. The grade point average is not affected by courses in which no credit (N) is earned, nor by courses taken on the pass/no credit basis or on an audit basis.

The grade points earned in any course completed with a passing grade (A, B, C, or D) are computed

by multiplying the number of semester hour credits assigned to a course by a factor determined by the grade. For courses in which the grade of A was earned, the factor is 4; for B, 3; for C, 2; and for D, 1. The grade point average is determined by dividing the total number of grade points earned by the total number of semester hours completed with a passing grade. No grade points are assigned to the symbols N, I, PS, or AU.

HONORS

Each year during the spring semester, an Honors Convocation is held at which time public recognition is given to students who have distinguished themselves academically and to those who have made outstanding contributions in extracurricular affairs.

INTRODUCTION OF NEW COURSE

Any faculty member may initiate a new course by obtaining the forms from his Department Chairman.

Supply the Informational data and attach a week-by-week syllabus indicating probably text(s), nature of materials to be discussed and studied, exercises, activities and examinations. The syllabus should be retained in the Department Chairman's file for review on call.

The initiating faculty member will then submit the course to the Department Chairman for discussion at the department level. The discussion should consider any implications the course might have for the department and the school as a whole.

a. In the case of a course proposal by a new faculty member not yet on the campus, the department chairman may submit the proposal to the department on behalf of the new faculty member.
b. In the case where a course is offered jointly with another department, each department should consider it separately.

The members of the department may approve or reject the course.

The Chairman of the initiating department shall forward a copy of the INFORMATIONAL DATA sheet to all Department Chairmen and Chairman of the Academic Council. They in turn will make it available to all members.

When a proposed course has department approval (may or may not have chairman's approval) the chairman shall present the course proposal together with his recommendations to the Academic Dean.

The Academic Dean shall review the recommendations presented and shall consider such matters as the financial feasibility of the course, the adequacy of facilities, and any other relevant matter. He shall then present the course along with his recommendations to the Department Chairmen.

After consideration of all the pertinent data presented to it, including any comments made by the Academic Council, the Department Chairmen shall vote their approval or disapproval of the course.

Approved courses shall be forwarded by the Department Chairmen to the Registrar for course number assignment and catalog inclusions.

The forms for Introduction to New Course appear in Appendix AB.

When course number, title, credit hours or description is changed, use the form in Appendix AD.

When a course is to be dropped, a Request to Drop Course form is submitted by the department. This form appears in Appendix AC.

SURVEYS AND QUESTIONNAIRES

All student surveys and questionnaires which are being used as a part of course material must be approved by the Academic Dean's Office in advance.

Purchasing

See page 29. Correction: Requests no longer require the approval of the Academic Dean.

OUT-OF-STATE TRAVEL

Since reimbursement for out-of-state travel must be approved by the Board of Trustees, it is necessary to submit the Individual Request for Out-of-State Travel Form (see Appendix AE) at least one month prior to departure. The form is available in the Academic Dean's Office.

In 1973 the Maryland General Assembly passed the regulation that prior approval must be obtained from the Secretary of Personnel before more than two persons from a single agency may travel out of state for a single purpose trip.

CASH/CHECK COLLECTIONS

The following procedure has been established for the collection of money by College personnel:

- Any conference coordinator must contact the College Cashier, Mrs. Iris Slacum (or Mr. Betts in her absence) concerning the conference registration forms prior to the publication of the conference brochure.

- Mail registration for conferences should be encouraged in order to minimize cash handling at a conference registration desk.

- If the conference registration is in person and monies are to be collected, the College Cashier is responsible for proper collection/receipts procedures at the registration.

COMPREHENSIVE LIABILITY INSURANCE COVERAGE

Effective July 25, 1975, the State of Maryland obtained comprehensive liability insurance coverage for the faculty and staff of the various State colleges. Details are included in Appendix AF.

PUBLIC TRANSPORTATION

Public transportation to other points is supplied by the Carolina Trailways and the Greyhound Bus Companies. The Carolina Trailways depot is located at 431 East Main Street and the Greyhound depot is located at the intersection of U. S. Rt. 13 and Zion Road, at the northern part of Salisbury. Tickets and bus schedules are available at these places. Air flights to Baltimore and Washington are available from the local airport, located on Airport Road to the east of Salisbury.

MEALS IN THE DINING ROOM

The dining room is open daily from 7:15 a.m. to 6:30 p.m. Cost for meals, payable at the door, are: Breakfast - $.90, Lunch - $1.40, Dinner - $1.90.

ATHLETIC FACILITIES FOR FACULTY USE

See page 39. Correction: We now have twelve hard surface tennis courts.

AUDIO-VISUAL EQUIPMENT

The use of audio-visual equipment is scheduled through the Director of Instructional Resources, located in the basement of Devilbiss Science Hall.

See Office of Instructional Resources.

OFFICE OF INSTRUCTIONAL RESOURCES

The Office of Instructional Resources has expanded rapidly since it was begun in 1973. It is responsible for non-print media services for the campus, primarily instructional media.

Functions of the Office included Technical Services, Learning Centers, and Materials Production. The Technical Services section provides A-V equipment for the showing of films, slides, filmstrips, video and audio tapes, records, etc. Also, equipment is checked out to faculty for a 24-hour period for work-related use. Technicians deliver, operate (if necessary) and retrieve A-V equipment for classroom use. To request technical services call extension 371 or 372 and ask for the Supervisor of Technical Services.

The Learning Centers, DSH 242 and HH 223, were established in 1975 with the assistance of federal funding. Their purpose is to provide faculty with alternative ways of developing and presenting course content and to provide students with an opportunity to learn from a variety of non-print forms. The

Coordinator for the Learning Centers can be reached at extension 374. Part of the Learning Center function is to maintain up-to-date information on sources of non-print instructional materials. These include film rental catalogs and indices of sources for all media. The Coordinator can help you locate materials, but orders must be initiated by the department. Your departmental secretaries will know the procedures.

The on-campus production of instructional materials includes color and monochrome videotapes (reel and cassette), 35 mm slides, overhead transparencies, super 8 mm film, and audio tapes (reel and cassette).

APPENDIX D

April 28, 1975
Memo to: Department Chairmen
From: Thomas L. Erskine,
Re: Professional activity/publishing

Apparently there has been some confusion about the importance given to publishing at Salisbury State College. In recent discussions with department chairmen, I've gained an awareness that some faculty feel that Salisbury State College is deemphasizing its emphasis on teaching and giving new emphasis on academic publishing. There are also some indications that the President and I differ in our response to publishing.

Because the President and I, in our discussions with new faculty members, have discussed this problem in terms of professional activity, I feel that the time has perhaps come to insure that all faculty -- not just those being hired this year -- understand where the President and I are on this matter.

When we talk with new faculty, we emphasize the importance of good teaching and we try to distinguish good teaching from merely "acceptable" teaching. In short, we expect everyone who comes to be a good teacher.

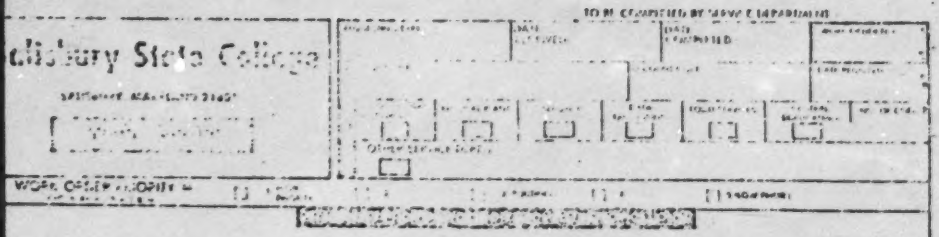
In addition to that, we expect new faculty, and all faculty, to participate in the general academic life on campus, whether this means participation in the department or in college committees and it certainly involves working with students and student groups. We do not regard a position at Salisbury State to consist of a 12 hour load plus office hours. If, in fact, the faculty in Salisbury adopted a 12 credit load plus office hours, the College would not have made the significant advances that it has.

Above and beyond the teaching and campus commitments, we expect faculty to remain "professionally active." As we point out, this professional activity will vary by person and by department. In some cases, it will mean that the person participates in professional organizations, attends conventions, works to help students develop, seminar papers, and their own research; in other cases, it will mean substantial involvement with the community (social work, business administration, and education come to mind); in some cases, it will mean research that may not find its way into print but which is shared with one's students and the community at large, perhaps in the form of speeches to local groups; in other cases, however, for those faculty who desire to publish, it will mean publication. The College does not want to force people to attempt to publish if they could more profitably spend their time in other phases of professional activity and, in the more important area, teaching. We recognize the extremely broad spectrum of activities which may be regarded as testifying to one's "professional" life and wish to encourage and reward such endeavors.

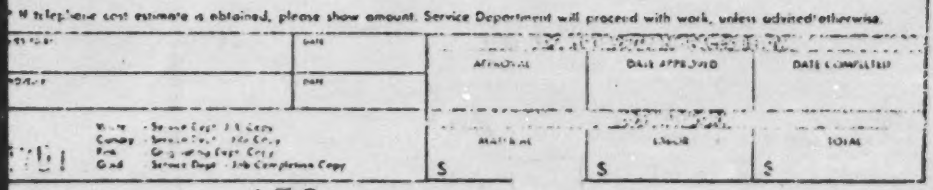
I think we would all agree that one effective method is accepted through the use of models and that students may be more prone to be more academically alive if they are taught by faculty who are professionally alive and active.

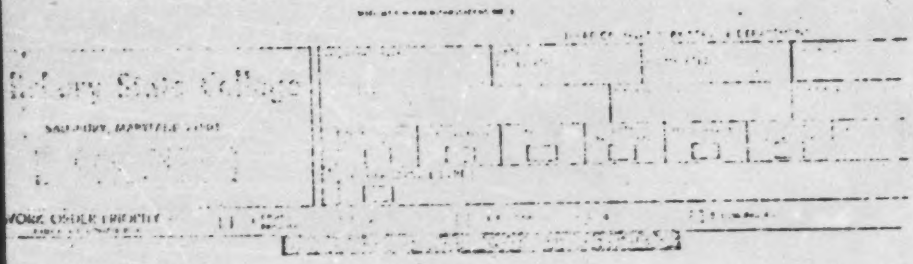
To sum this up, the College has a commitment to good teaching but does support the idea that faculty should continue to be active in their own professional growth.

APPENDIX II



(Information needed: No. of vehicles requested, date, activity, destination, time of departure, estimated time of return, number of people, driver)





SPACE REQUEST

(Information needed: Space and facilities requested, date, time of event, hours needed, number to be accommodated, purpose of event, name of individual requesting use of facilities. If other service departments are involved, distribute copies of the work order to appropriate service departments. Be sure pertinent data is provided for other service departments to accomplish tasks.)

If telephone cost estimate is obtained, please show amount. Service Department will proceed with work unless advised otherwise.

White - Service Dept. Job Copy Canary - Service Dept. File Copy Pink - Originator's Job Copy Gold - Service Dept. Job Completion Copy		MATERIAL $	TAX $	$

APPENDIX L

See page 75. Further information and forms are available in the Personnel Office in Holloway Hall.

APPENDIX M

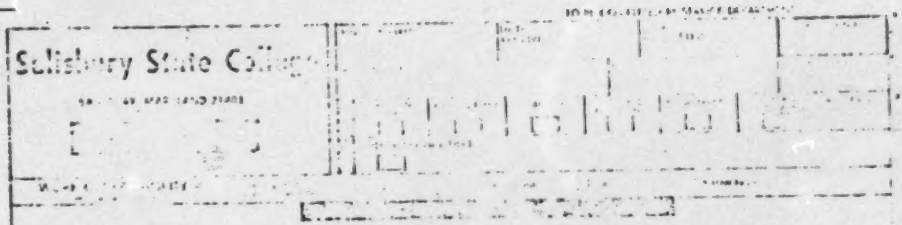
Medical Deductions

The new semi-monthly payroll deduction rate for Active Employees after State subsidy for all coverage effective July 1, 1975, is:

Type of Coverage	Plan I	Plan II	Health Mainten. Program**
Employee Only	$1.53	$2.62	$ 4.61
Employee & Children	$3.77	$6.79	
Employee & Spouse	$4.51	$8.39	
Employee, Spouse & Children	$4.84	$9.25	$16.78
Employee with Medicare Supplemental Program	-0-	Not appli.*	
Employee under 65 & Spouse with Medicare Sup. Program	$2.28	$3.92	
Employee under 65 & Spouse with Medicare Supplemental Program & Children	$4.32	$7.62	
Employee with Medicare Supplemental Program & Spouse under 65	$3.34	$6.13	
Employee with Medicare Supplemental Pro. & Children	$2.60	$4.53	
Employee & Spouse with Medicare Supplemental Program & Children	$3.15	$5.36	
Employee with Medicare Supplemental Program, Spouse under 65 & Children	$4.32	$7.62	
Employee & Spouse both with Medicare Supplemental Pro.	$1.11	Not appli.*	

* Not applicable because of coverage already provided under Medicare and Medicare Supplemental Program included in Plan I. The Medicare Supplemental Program was formerly known as Blue Cross-Blue Shield 65.

** The Health Maintenance Program provides only "Individual" or "Family" coverage. This program is NOT available to those eligible for Medicare.


Salisbury State College

APPENDIX AB

SALISBURY STATE COLLEGE
SALISBURY, MARYLAND

Request to Introduce New Course

INFORMATIONAL DATA

Date_____

Initiating source_____

Department_____

Course title_____ _____hours credit

DESCRIPTION

_____

_____

_____

_____

_____

_____

Prerequisite(s)_____

_____hours lecture _____hours laboratory

Course level_____

Is the course required of majors?_____

Is the course recommended for graduate credit?_____

May the course be repeated for credit?_____If so, how often_____

Date to be offered_____

Staffing or library implications, if any_____

Additional cost, if any, for equipment, supplies or audio-visual materials_____

NOTE: Attach additional information if necessary.

FOR REGISTRAR

Assigned number_____ Date_____

Abbreviated Course Title_____

12/74
DpCh/pc

Request to Introduce New Course

PROCEDURAL RECORD

Approved by the Department _____
(Comments)

_____

_____

_____

_____

Date _____

Recommendation of the Department Chairman _____
(Comments)

_____

_____

_____

_____

Signature _____ Date _____

Recommendation of the Academic Dean _____
(Comments)

_____

_____

_____

_____

Signature _____ Date _____

Recommendation of The Department Chairman _____
(Comments)

_____

_____

_____

_____

Signature _____ Date _____

APPENDIX AC

SALISBURY STATE COLLEGE

Request to Drop Course

Department _____ Date _____

Number and title of course _____

_____

Reason for dropping this course _____

_____

_____

_____

If this course is presently a prerequisite for some other course(s) will a new prerequisite replace this one? If prerequisite is to be dropped, why? _____

_____

_____

_____

_____

Recommendation of DEPARTMENT _____

_____

_____

Signature of DEPARTMENT CHAIRMAN _____ Date _____

Recommendation of ACADEMIC DEAN _____

_____

Signature of ACADEMIC DEAN _____ Date _____

Recommendation of THE DEPARTMENT CHAIRMEN _____

_____

_____

Signature of CHAIRMAN _____ Date _____

DrClifpo
December, 1971

APPENDIX AF

INSURING AGREEMENTS

Coverage and definition of insured

To pay on behalf of the insured all sums which the insured shall become obligated to pay with respect to occurrences anywhere during the policy period as an employee of an institution of higher education, its subsidiaries, affiliated organizations or interests associated with said institution and caused by any acts or omissions of the insured or any other person for whose acts the insured is legally liable. The company shall defend in his name and behalf any suit against the insured alleging such acts or omissions and seeking damages on account thereof even if such suit is groundless, false or fraudulent; but the company shall have the right to make such investigation, negotiation and settlement of any claim or suit as may be deemed expedient by the company.

Supplementary payments

To pay, in addition to the applicable limits of liability:

1. All expenses incurred by the company, all costs taxed against the insured in any such suit and all interest on the entire amount of any judgment therein which accrues after entry of the judgment and before the company has paid or tendered or deposited in court that part of the judgment which does not exceed the limit of the company's liability thereon;

2. Premiums on appeal bonds required in any such suit, premiums on bonds to release attachments for an amount not in excess of the applicable

limit of liability of this policy, but without any obligation to apply for or furnish any such bonds;

3. Expenses incurred by the insured for such immediate medical and surgical relief to others as shall be imperative at the time of the accident;

4. All reasonable expenses, other than loss of earnings, incurred by the insured at the company's request;

5. An amount not to exceed $250 on expenses for attorney fees and the cost of bail bond incurred due to assault and battery or other such charges filed against the insured if such charges arise out of action by the insured in maintaining discipline and such action is within the scope of the insured's duties as stated in insuring Agreement 1, but without any obligation to apply for or furnish such bond or to secure the service of any attorney.

Other Insurance

If other collectible insurance, with any other insurer, is available to the insured covering a loss also covered hereunder, the insurance hereunder shall be in excess of, and shall not contribute with such other insurance.

Special Conditions

It is agreed that the coverage afforded by the policy for professional liability for doctors or dentists shall be excess coverage and shall apply only while such doctors or dentists are acting as employees of an institution of higher education

as defined in Paragraph 1 Coverage and Definition of Insured. It is further agreed that such doctors or dentists must have in force professional liability insurance of at least $100,000 each person, $300,000 each occurrence. If such limits are not carried then this policy shall pay as if such limits were in force.

Exclusions

This policy does not apply:

1. To acts or omissions in connection with a business or professional practice owned by or engaged in by the insured or in which the insured is a partner, officer, director, or any other type of member.

2. To bodily injury or personal injury to or sickness, disease, or death of any fellow employee of the same employer injured in the course of his employment.

3. To bodily injury or personal injury to, or sickness or death caused intentionally by or at the direction of the insured.

4. To damage to or destruction of property used by, or in the care, custody or control of the insured or property as to which the insured for any purpose is exercising physical control.

5. To any dishonest, fraudulent, criminal or malicious act or omission of the insured.

6. To bodily injury or property damage with respect to which an insured under this policy is also an insured under a nuclear energy liability policy issued by Nuclear Energy Liability Insurance Association,

Mutual Atomic Energy Liability Underwriters or Nuclear Insurance Association of Canada, or would be an insured under any such policy but for its termination upon exhaustion of its limit of liability.

7. To liability arising out of the operation, use, maintenance, loading or unloading of any licensed motor vehicle.

Limits of Liability

$500,000 Each Claim

$500,000 Annual Aggregate

Classification	Employees	An.Rate	An.Prem.
All Employees as Defined	4,000	Charge	$10,550

Subject to annual audit and charge if above 10% increase in employees.

Gulf Insurance Company

Endorsement #1

It is agreed that the Company will not use Governmental or Eleemosynary Immunity as a defense in the event of a claim without prior written approval of the Insured.

Endorsement #2

It is hereby understood and agreed that the Company will give the Insured ninety (90) days notice of cancellation except for non-payment of premium.

Endorsement #3

It is understood and agreed that the Insured will provide the Company with a census of the Named Insureds within thirty (30) days following each anniversary.

All other terms and conditions of this policy remain unchanged.

_____ Agent

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

In order for Salisbury State College to comply with federal guidelines with respect to Equal Opportunity/Affirmative Action employment practices, we need your help in gathering the following information: THIS INFORMATION WILL BE USED FOR STATISTICAL PURPOSES ONLY.

MALE FEMALE

ETHNIC ORIGIN - PLEASE CHECK ONF OF THE FOLLOWING:

1. Black ____
2. Mexican-American ____
3. Other Spanish Surname ____
4. American Indian ____
5. Asian American ____
6. Other Non-hite ____
7. White ____
8. Filipino ____

APPENDIX AH

1/4/75

AFFIRMATIVE ACTION SUMMARY SHEET
ACADEMIC AND/OR PROFESSIONAL STAFF APPOINTMENTS

To be completed by each department head upon finalization of the search for each position.

NAME OF CANDIDATE _____ REPLACEMENT OR NEW POSITION _____

DEPARTMENT _____ PROFESSIONAL OR FACULTY _____

1. Summarize the current statistics on employees in your department.

PROFESSIONAL STAFF				FACULTY			
Women	Blacks	Other		Women	Blacks	Other	
Men	Blacks	Other		Men	Blacks	Other	

Other = Spanish Surname, Oriental, American Indian.

2. As of _____ statistics will be:
(Beginning date of contract)

PROFESSIONAL STAFF				FACULTY			
Women	Blacks	Other		Women	Blacks	Other	
Men	Blacks	Other		Men	Blacks	Other	

3. Summarize those search activities assuring affirmative action consideration for members of minority groups and women for this specific appointment.

4. If no members of minority groups and/or women were seriously considered for this appointment, why were none so considered?

5. If minority group members and/or women were seriously considered for this appointment but rejected, list the reasons for rejection.

6. Provide a numerical summary of applicants for this position by race, sex and identity.

172

_____
Dean, Director, or Chairman

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